



SELECT BOARD CALENDAR 05/23/2023 | HYBRID MEETING

ROOM 208, STEM WING, BROOKLINE HIGH SCHOOL
115 GREENOUGH ST., BROOKLINE, MA 02445

OR

Please click this URL to Register & Find the Information to Join as an
Attendee via your Confirmation Email:

https://brooklinema.zoomgov.com/webinar/register/WN_NacCk7BcQM-Xp7Oa89d7vg

To Join by Phone: 161 472 3803
Webinar ID: 161 472 3803

- Bernard W. Greene – Chair
- John VanScoyoc – Vice Chair
- Miriam Aschkenasy
- Michael Sandman
- Paul Warren
- Charles Carey – Town Administrator

1. OPEN SESSION

4:00 PM Question of entering into Executive Session for the reasons outlined in items 2 and 3.

2. EXECUTIVE SESSION - COLLECTIVE BARGAINING

For the purpose of discussing strategy related to collective bargaining with the Brookline Fire Union.

3. EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

For the purpose of approving the following Executive Session meeting minutes:

May 9, 2023

May 16, 2023

4. ANNOUNCEMENTS/UPDATES

Select Board to announce recent and/or upcoming Events of Community Interest.

5. PUBLIC COMMENT

Public Comment period for residents who requested to speak to the Board regarding Town issues not on the Calendar.

Up to fifteen minutes for public comment shall be scheduled each meeting. Persons wishing to speak may sign up in advance beginning on the Friday preceding the meeting or may sign up in person at the meeting. Speakers will be taken up in the order they sign up. Advance registration is available by calling the Select Board's office at 617-730-2202 or by e-mail at kmacgillivray@brooklinema.gov. The full Policy on Public Comment is available at <http://www.brooklinema.gov/376/Meeting-Policies>

6. MISCELLANEOUS

Approval of miscellaneous items, licenses, vouchers, and contracts.

- 6.A. Question of approving the meeting minutes from May 16, 2023.
- 6.B. Question of approving the Council on Aging's application submission to AARP to designate Brookline as an Age-Friendly Community.
- 6.C. Question of approving the authorization to hire request from the Public Health and Human Services Department: Community Health Manager (T-07)
- 6.D. Question of approving the following Authorization to Hire Request from the Department of Public Works/Engineering Division: Assistant Civil Engineer IV: (EN-04)
- 6.E. "Question of approving the following item related to the Brookline Commission for the Arts:
1. Donation from ArtsBrookline in the amount of \$2000 to support the work of the BCA."
- 6.F. Question of approving Extra Work Order No. 1 for work done by Argus Construction Corp., in conjunction with Contract No. PW/23-02 for repair and installation of chain link fencing related to additional snow work in the amount of \$13,517.
- 6.G Question of approving Extra Work Order No. 2 for work done by North-Eastern Tree Service, in conjunction with Contract No. PW/23-3 for upkeep of trees and related work in the amount of \$32,837.50.
- 6.H Question of approving Extra Work Order Number 2 for work done by M. Neves, Inc., related to Contract No. PW/23-01, School Grounds Maintenance, in the amount of \$5,380.00
- 6.I. Question of approving a Temporary All Alcohol Beverages Sales License to Karen Hasenfus d/b/a The Larz Anderson Auto Museum for a birthday party to be held on June 9, 2023 from 6:00 PM – 11:00 PM at 15 Newton Street. 80 people expected to attend.
- 6.J. Question of approving a Temporary Wine and Malt Beverages Sales License to Hive LLC for the Brookline Coolidge Corner Art Festival to be held on June 3, 2023 from 11am – 6pm at Babcock Street. 1000 people are expected to attend.

7.

CALENDAR**Review and potential vote on Calendar Items**

8. **POLICE PROMOTIONS AND AUTHORIZATION TO HIRE REQUEST**

Question of approving the authorization to hire request for the following positions in the Police Department:

**1 Provisional Lieutenant
1 Civil Service Sergeant**

Question of approving the following promotions within the Police Department:

**Sergeant Allen Gustie to the rank of Lieutenant
Officer David Cheung to the rank of Sergeant**

9. **WARRANT ARTICLES**

Further review and possible reconsideration/vote on the Warrant Articles for the 2023 Annual Town Meeting including but not limited to:

Warrant Article 2 Approval of Collective Bargaining Agreements

Warrant Article 7 Annual FY24 Budget Appropriations

Warrant Article 13 Create a new Article 3.12A of the Town's General By-Laws to establish an Office of Housing Stability (Wu, Card)

Warrant Article 15 Amend Article 5.9 of the Town's General By-Laws to clarify and update votes previously taken regarding the Stretch Code and Specialized Energy Code, and add fossil fuel free restrictions in accordance with the MA DOER Demonstration Project

Warrant Article 17 Amend Article 8.37.2 of the Town's General By-Laws to change "marijuana" to "cannabis" and to permit two additional Storefront Cannabis Retailers licenses for Equity Applicants (O'Neal)

10. **SELECT BOARD COMMITTEE ASSIGNMENTS**

Question of approving the Select Board committee assignments as presented by the Chair.

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.

6.A.



MINUTES SELECT BOARD

05/16/2023 | 5:00 PM

HYBRID

ZOOM & 6TH FLOOR HEARING ROOM

Present: Select Board Member, Bernard W. Greene, Select Board Member, John VanScoyoc, Select Board Member, Miriam Aschkenasy, Select Board Member, Michael Sandman, Select Board Member, Paul Warren

OPEN SESSION

Question of entering in Executive Session for the reasons outlined in items 2 and 3.

The Chair declared that the board shall enter executive session to discuss strategy with respect to litigation because an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. The board will reconvene in open session.

On motion it was,

Voted to enter into executive session.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren.

EXECUTIVE SESSION – LITIGATION

For the purpose of discussing litigation strategy in the matter of Mariya Vidanovic v. Town of Brookline, Norfolk Superior Court Civil Action No. 2282CV00153.

EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

For the purpose of approving the following Executive Session meeting minutes:

November 29, 2022

December 20, 2022

ANNOUNCEMENTS/UPDATES

Chair Greene announced that the National Covid emergency is over, he has been fully vaccinated and has been careful, however, he recently tested positive for Covid last week. It is recommended that after 5 days you can be in public with a mask, he chose to stay remote tonight.

Town Administrator Carey announced in certain circumstances, where it is impossible for someone to attend town meetings except through remote means, a reasonable accommodation request for a disability that prevents a person from attending a meeting remotely, may be considered. An email will go out on how to apply for the request.

Board member Aschkenasy noted the accomplishments of Girl Scout Alice McGarvey, she achieved the Girl Scout Gold Award, congratulations to Alice.

PUBLIC COMMENT

1. Susan Park, chair of the Yes on Three campaign spoke on the overwhelming support for the ballot questions and urged the board to take a no-action vote on Article 17 related to additional cannabis retail establishments.
2. Wadner Ogi spoke on Article 17 and urged the board to reconsider their vote to reflect the voter's vote to not add additional cannabis retail establishments. He added there are plenty of opportunities for a cannabis license other than a retail establishment.
3. Betsy Pollock asked the board to delay their vote on the senior means-tested tax exemption. She feels there was not enough input from the senior population considered.
4. Susan Granoff spoke on the senior means-tested tax exemption and feels the proposed asset cap is unrealistically low, leaving few residents to qualify. She would like more input from seniors into the decisions.
5. Mackenzie Green submitted an email on the ARPA funding allocation: *This proposal for BIC asked for funds to install solar panels, batteries, heat pumps, et cetera per page sixteen on the Treasury document. This is not allowed.*
However, note that the final rule maintains that general infrastructure projects, including roads, streets and service transportation infrastructure, would generally not be eligible under this eligible use category unless the project has responded to a specific pandemic public health need or a specific negative economic impact. Similarly, general economic development or workforce development activities that do not respond on to negative economic impacts of the pandemic, but rather seek to more generally enhance the jurisdiction's business climate would - generally not be eligible under this eligible use category.
 Town Administrator Carey responded that capital repairs for pure infrastructure projects are not presumed eligible under ARPA, but, repairs to low-income housing can qualify, he provided a brief review of the regulations.
6. Aone Wang spoke on the many hours spent on cannabis articles at Town Meeting. Town Meeting ultimately voted on a ballot question to keep the cap on cannabis retail establishments. This ballot question was supported by the voters. He asked the board to reconsider Article 17 and vote a no action.
7. Regina Frawley spoke on the previous cannabis license holders that were given to investors, not equity applicants, the Select Board missed an opportunity. She also feels that many voters were not fully educated on the original cannabis license questions. Many would have not supported it.
8. Carol McBain spoke on the recent Pierce school ballot question feeling that the yes campaign had an unfair advantage by using emotional testimonies from former school personnel, the superintendent, and three principals. Democracy does not work when a minority forces their decisions on the majority or when the majority has no consideration for the minority's opinions.
9. Yolanda Rodriguez spoke in support of delaying the vote on the senior means-tested tax exemption.
10. Alok Somani spoke as Chair of the Recreational Marijuana Policy indicating the committee has not completed its work, but, we have investigated the impact of the July 2022 reforms. The key takeaway is that the State seems to be discouraging the collection of a local impact fee via the HCA. This means that the local impact fee of 3% of gross sales may no longer be a practical mechanism for host communities to raise revenue from local retail marijuana sales. The other key takeaway is that the "penalty" mentioned by some in the debate over Ballot

6.A.

In Select Board

05/16/2023

Page 3 of 12

Question 3 and WA17 is only connected to having a social equity policy with no requirement to actually issue a license to a CCC recognized social or economic equity applicant.

11. Ana Albuquerque spoke on the recent election capping the number of cannabis retail stores to 4. There are opportunities for cannabis licenses for warehouses and distributions. Moreover, the town does not have a clear path to make sure that even if a fifth license were given to an equity applicant, the profitability of front stores is going down and not be as profitable as they once were; those that are profitable are the ones that are vertically integrated, high financed cost associated with those.

MISCELLANEOUS

Question of approving the meeting minutes from May 9, 2023.

On motion it was,

Voted to approve the meeting minutes from May 9, 2023.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

TRANSFERS

Question of approving the following appropriation transfer request of \$5,000 from the Office of Diversity, Inclusion and Community Relations:

From: 5200 5200 524010 Prof/Tech Account \$5,000

To: 5200 5200 553010 Prof/Dues \$5,000.00

To cover GARE membership dues.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

Question of approving the following appropriation transfer request within the Information Technology

Department budget in the amount of \$50,000:

From 5A0036 Leased Equipment to 524008 General Consulting

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

AUTHORIZATION TO HIRE

Question of approving the following Authorization to Hire request from the Recreation Department: Recreation Leader - Wellness and Seniors (GN-7)

On motion it was,

Voted to approve the following Authorization to Hire request from the Recreation Department:

Recreation Leader - Wellness and Seniors (GN-7)

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

DONATION

Question of accepting a donation from Little Children Schoolhouse Inc. in the amount of \$600.00 for the Recreational Therapy Division of the Recreation Department.

6.A.

In Select Board

05/16/2023

Page 4 of 12

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

TEMPORARY ALL ALCOHOL BEVERAGES SALES LICENSE(S)

Question of approving a Temporary All Alcohol Beverages Sales License to Karen Hasenfus d/b/a The Larz Anderson Auto Museum for a Wedding Reception to be held on May 26, 2023 from 6:00PM – 11:00PM at 15 Newton Street. 150 people expected to attend.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

Question of approving a Temporary All Alcohol Beverages Sales License to The Hellenic Association of Boston a/k/a Annunciation Greek Orthodox Cathedral of N.E. for The Hellenic College Alumni Reunion Event to be held on May 17, 2023 from 12pm-4pm at 162 Goddard Ave. 120 people expected to attend.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

MOBILE FOOD VENDOR LICENSES

Question of approving a renewal of a Mobile Food Vendor Licenses for Zack's Ice Cream Truck.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

SECOND-HAND ARTICLES LICENSE

Question of approving an application of Second-Hand Articles license to Village Vinyl d/b/a Village Vinyl at 307 Harvard St. Brookline, MA 02446.

Approved

RETIREE COLA INCREASE

Question of approving the 2% cost of living increase for retirees in FY23 as recommended by the Brookline Retirement Board.

Rob Ward, Chair of the Brookline Retirement Board, reviewed a local option allowing local retirement systems with a local option to increase the Cost of Living Adjustment for FY 2023. The Brookline Retirement voted to seek approval from the Select Board to adopt the option.

Frank Zecha, Brookline Retirement Director provided some information on the retirement funds rates of returns in recent years, that have been favorable.

On motion it was,

Voted to approve the 2% cost of living increase for retirees in FY23 as the Brookline Retirement Board recommended.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

In Select Board

05/16/2023

Page 5 of 12

Commission for Women

Julia Khazan is a survivor of an attack that motivates her to provide support and make sure women's voices are heard. She is a recent Brookline resident and her skills include coaching, mentoring, and communications.

SENIOR PROPERTY TAX EXEMPTION

Discussion and possible vote on the senior means-tested property tax exemption.

Chief Assessor Rachid Belhocine reviewed his memo and provided a presentation.

Article 13 of the Special Town Meeting of 2020 directs the Select Board to establish guidelines setting asset limits to be implemented by the Board of Assessors in determining the eligibility for the senior means-tested exemption. The enclosed material is intended to assist you in determining the asset limits.

An act authorizing the Town of Brookline to establish a means-tested senior citizen property tax exemption was signed into Law on January 5, 2023, by the Governor of Massachusetts under Chapter 437 of the Acts of 2022.

This exemption is in addition to any other exemptions allowed under Massachusetts General Laws. The total exemption amount to be granted under this program is capped at .25% of the residential tax levy and will be voted by the Select Board as part of the annual classification hearing. After the first year of such exemption, the total cap shall be set annually by the Select Board within a range of .25% to 1% of the residential tax levy.

There was a discussion on what surrounding communities provide for senior exemptions. It was noted that Brookline was the only community surveyed that allows for a residential exemption. The Assessor is recommending an asset cap of \$110,000 (single) and \$152,200 (married), not including home values. Some seniors feel this cap would exclude many senior residents from qualifying for the exemptions. The board would like some discussion to happen between senior advocates and the Assessing Department to clarify some concerns.

There was no vote.

TRANSFER OF HOTEL (INN HOLDER, ALCOHOL, COMMON VICTUALLER, ENTERTAINMENT) - PUBLIC HEARING

Question of approving the application of a transfer of Inn Holder License from CCLLH, LLC d/b/a Arcadian for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street.

Question of approving the application of a transfer of an All Alcoholic Beverages License from CCLLH, LLC d/b/a Arcadian for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street. Proposed manager of record is Yvonne Canela. Proposed Operating Hours will be Monday – Sunday 7:00am – 1:00am.

6.A.

In Select Board

05/16/2023

Page 6 of 12

Question of approving the application of a new Common Victualler License for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street. Proposed Operating Hours will be Monday – Sunday 7:00am – 1:00am. Seating will consist of 102 seats.

Question of approving the application of an Entertainment license, which will consist of Radio, televisions Sunday - Saturday 7:00am – 1:00am.

Attorney Steffanie Boudreau reviewed the transfer request and provided an overview of the hotel operations. This company will take over ownership on June 1, 2023. She also provided the applicant's background qualifications. She introduced Yvonne Canela, the proposed manager of record. It was indicated that there will be no alcohol served until an Alternate Manager is hired.

Public hearing: Richard Per Baarsvik, 12 Parkman St. asked the board to hold the license. He stated that this company has not been a good neighbor and cited problems with trash pick-ups, pest control, and delivery hours, which are late at night, and noisy. He spoke on the numerous complaints he has made to the front desk. He hopes that being a good neighbor is evident before providing the licenses.

Yvonne Canela responded that they are working with the waste company and will provide daily pick-ups; a schedule has not been set yet. She reiterated that her company does not take over ownership until June 1, 2023. She also addressed delivery hours, which they can work out those times as well. The construction work should be ending soon.

The board spoke on possible conditions to apply to the licenses. The board acknowledged the challenges and noted the importance of balancing the neighbor's concerns with the success of a commercial entity. The board also noted that the applicant should have some time to prove themselves as a good neighbor. It was noted that the board can review the license holder during the renewal period in December. The board sought information on trash pickup through the garage. The vendor would have to review that to see if it is an option.

On motion it was,

1. Voted to approve the application of a transfer of Inn Holder License from CCLLH, LLC d/b/a Arcadian for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

2. Voted to approve the application of a transfer of an All Alcoholic Beverages License from CCLLH, LLC d/b/a Arcadian for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street. Proposed manager of record is Yvonne Canela. Proposed Operating Hours will be Monday – Sunday 7:00am – 1:00am.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

3. Voted to approve the application of a new Common Victualler License for Sonder Hospitality USA Inc. d/b/a Arcadian at 1200 Beacon Street. Proposed Operating Hours will be Monday – Sunday 7:00am – 1:00am. Seating will consist of 102 seats.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

4. Voted to approve the application of an Entertainment license, which will consist of Radio, televisions Sunday - Saturday 7:00am – 1:00am.

6.A.

In Select Board

05/16/2023

Page 7 of 12

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

*with the condition upon approval of the ABCC and hiring of an alternate manager for the liquor license.

LIQUOR - CHANGE IN MANAGER, OFFICER AND STOCK - PUBLIC HEARING

Question of approving the application of a Change of Manager of Record from Hanks Lin to Shenrong Huang for Brookline Sky, Inc d/b/a Omori at 195 Washington Street.

Question of approving the application Change of Officer for Brookline Sky, Inc d/b/a Omori at 195 Washington Street.

Question of approving the application Transfer of Stock Interest for Brookline Sky, Inc d/b/a Omori at 195 Washington Street

Ka Yung Wong was present and introduced the applicants. There will be no change in the operations and he provided their qualifications and familiarity with alcohol serving. This transfer is within the current ownership group.

Public hearing: No speakers

On motion it was,

1. Voted to approve the application of a Change of Manager of Record from Hanks Lin to Shenrong Huang for Brookline Sky, Inc d/b/a Omori at 195 Washington Street.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

2. Voted to approve the application Change of Officer for Brookline Sky, Inc d/b/a Omori at 195 Washington Street.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

3. Voted to approve the application Transfer of Stock Interest for Brookline Sky, Inc d/b/a Omori at 195 Washington Street

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

FARMER WINERY LICENSE

Question of approving a Farmer-Winery license to sell wine for off-premises, Caroline Forbes d/b/a Far From The Tree, LLC to operate at the Farmers' Market at the Centre Street West Parking Lot on Thursdays from 9am-9pm from June 1, 2023 thru November 16, 2023.

Applicant Caroline Forbes reviewed the application. They plan to offer to sample and sell hard ciders for at-home consumption. She has participated in other open markets. This is a temporary farmers' winery license.

On motion it was,

6.A.

In Select Board

05/16/2023

Page 8 of 12

Voted to approve a Farmer-Winery license to sell wine for off-premises, Caroline Forbes d/b/a Far From The Tree, LLC to operate at the Farmers' Market at the Centre Street West Parking Lot on Thursdays from 9am-9pm from June 1, 2023 thru November 16, 2023.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

COMMON VICTUALLER LICENSE

Applicant Laura Spanbauer reviewed their business operations and provided a review of their menu.

On motion it was,

1. Voted to approve the application of a Common Victualler for UFoodU, LLC d/b/a Bare Blends at 1310 Beacon Street. Hours of operation will be Monday – Friday 7:00am – 7:00pm, Saturday 8:00am – 7:00pm, and Sunday 8:00am – 5:00pm. Seating will consist of 17 inside seats.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

2. Voted to approve the application of a new Entertainment for UFoodU, LLC d/b/a Bare Blends at 1310 Beacon Street. Hours will be Monday – Friday 7:00am – 7:00pm Saturday 8:00am – 7:00pm. Entertainment will consist of recorded music.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

COMMON VICTUALLER AND ENTERTAINMENT LICENSE

Question of approving the application of a Common Victualler for Xi Wen Xu. d/b/a Linyi Rice Roll Master at 1004 Beacon Street Ave. Hours of operation will be Monday – Sunday 8:00am – 12:00am. Seating will consist of 49.

Question of approving the application of a new Entertainment for Xi Wen Xu. d/b/a Linyi Rice Roll Master at 1004 Beacon Street. Hours of operation will Monday – Sunday 9:00am – 11:00pm. Entertainment will consist of recorded music and televisions.

Jim Chen, representing the applicant reviewed that there will be no alcohol served and some renovations done to the premises.

On motion it was,

1. Voted to approve the application of a Common Victualler for Xi Wen Xu. d/b/a Linyi Rice Roll Master at 1004 Beacon Street Ave. Hours of operation will be Monday – Sunday 8:00am – 12:00am. Seating will consist of 49.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

2. Voted to approve the application of a new Entertainment for Xi Wen Xu. d/b/a Linyi Rice Roll Master at 1004 Beacon Street. Hours of operation will Monday – Sunday 9:00am – 11:00pm. Entertainment will consist of recorded music and televisions.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

6.A.

In Select Board

05/16/2023

Page 9 of 12

COMMON VICTUALLER AND ENTERTAINMENT LICENSE

Question of approving the application of a Common Victualler for 370 Harvard LLC d/b/a Bakey at 370 Harvard Street. Hours of operation will be Monday – Sunday 7:00am – 7:00pm. Seating will consist of 12.

Question of approving the application of a new Entertainment for 370 Harvard LLC d/b/a Bakey at 370 Harvard Street. Hours of operation will be Monday – Sunday 7:00am – 7:00pm. Entertainment will consist of radio and recorded music.

Attorney Tom Miller reviewed the application and menu.

On motion it was,

1. Voted to approve the application of a Common Victualler for 370 Harvard LLC d/b/a Bakey at 370 Harvard Street. Hours of operation will be Monday – Sunday 7:00am – 7:00pm. Seating will consist of 12.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

2. Voted to approve the application of a new Entertainment for 370 Harvard LLC d/b/a Bakey at 370 Harvard Street. Hours of operation will be Monday – Sunday 7:00am – 7:00pm. Entertainment will consist of radio and recorded music.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

POLICE COMMISSIONERS ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES POSTPONED

Discussion on the Police Commissioners' Advisory Committee roles and responsibilities.
Postponed

WARRANT ARTICLES

Further review and possible reconsideration/vote on the Warrant Articles for the 2022 Annual Town Meeting including but not limited to:

Article 7 - Annual (FY24) Budget Appropriations Article

Deputy Town Administrator Melissa Goff reviewed that last week the Advisory Committee considered the Town Administrator's recommendation in order to come into alignment with the Select Board. They also fully funded the police contract including the POST provisions and supplemented those costs with police unused salary savings. She indicated that the Board voted to appeal the POST provision award.

There were two additional amendments submitted under Article 7 from:

Fisher amendment – contingent language on the appropriation related to campaign finance
31) Contingent upon a finding by the Massachusetts Office of Campaign and Political Finance ("OCPF") that the unsolicited email sent by Public Schools of Brookline employees to parents of

6.A.

In Select Board

05/16/2023

Page 10 of 12

Public Schools of Brookline students on March 24, 2023, April 7, 2023 and May 1, 2023, as more fully described in a Complaint to OCPF dated May 7, 2023, complied with applicable campaign finance law

VanScoyoc amendment: *to amend special appropriation item 70 of article 7 to limit the amount of approved funds to a maximum of \$135 million, based on "Option R" for improvements to the 1970's Pierce building and the historic Pierce Primary, as presented to the Pierce School Building Committee on Dec. 13, 2021. Furthermore, the project shall proceed according to a construction timetable that minimizes relocations while providing for the maximum feasible continuity of educational use of both buildings*

The board addressed the concern that either amendment discussed could jeopardize MSBA funding. the lab. She added that Helen Charlupski, a School Committee member expressed doubt that the MSBA would allow an amendment to the amount, or significant changes to the language as well.

Town Administrator Carey addressed the contingency amendment and added that Town Counsel has indicated it is unlikely we would get a decision from the Office of Campaign and Political Finance (OCPF) before the date we have to commit funding. There were complaints filed about three emails on behalf of Brookline Public Schools related to the Pierce School debt exclusion. Massachusetts School Board Authority may consider this a significant change and could potentially deny funding. This amendment seeks a contingency be placed on Article 7.

Board member Warren asked did it change the votes, and did it influence the election, and how can one speculate on that. To have a contingency related to what voters were thinking leads to a dangerous road. Board member Sandman feels there was a vote and the issue is closed.

Board member VanScoyoc added he will approach Town Meeting and the Advisory Committee on his amendment in full detail. He offered that the board waits until that vote. He explained he has a number of reasons why he thinks the vote in favor of the \$210 million Pierce project is the wrong action for the town to take. One concern is related to bond indebtedness and to the fact that the Pierce building is only 50 years old with no urgent structural defects; it should not be demolished after 50 years of use. This needs a renovation to a serious extent to address code and accessibility issues. Even without MSBA funding, it would save the town about 40 million. This debt exclusion will bring the town to its bonding limits without adding any additional classrooms.

Board member Warren reiterated that he feels the voters went into the voting booth fully informed on what they were voting on.

Chair Greene spoke on the project process and the work and consideration put into making it the best outcome. The Pierce School went through such a process and will continue to do so. It was considered not feasible to renovate the Pierce School.

On motion it was,

Voted to reconsider Article 7

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

On motion it was,

Voted 5-0 No Action on the Fisher amendment

6.A.

In Select Board

05/16/2023

Page 11 of 12

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

On motion it was,

Voted 4-1 No Action on the VanScoyoc amendment.

Aye: Bernard Greene, Miriam Aschkenasy, Michael Sandman, Paul Warren

Against: John VanScoyoc

On motion it was,

Voted 4-0-1 On Article John VanScoyoc 7 as presented last week by the Town Administrator.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Abstained: Paul Warren

Warrant Article 17 - Amend Article 8.37.2 of the Town's General By-Laws to change "marijuana" to "cannabis" and to permit two additional Storefront Cannabis Retailers licenses for Equity Applicants (O'Neal)

Ms. Goff announced that the Advisory Committee took up the petitioner's motion for Article 17. They ultimately did not vote in favor of adding additional licenses, but, they did vote on the bylaw changes to the terminology, going from Marijuana to Cannabis. She heard the petitioner may amend the article to bring the additional retail licenses from 2 to 1.

On motion it was,

Voted to reconsider Article 17.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

The Advisory Committee's amendment makes changes to the terminology of the Bylaw but does not make changes with respect to the number of licenses that are available.

Board member Warren spoke briefly on the overwhelming will of the voters on question three keeping the retail marijuana establishment cap at four.

On motion it was,

Voted 4-1 Favorable Action on the Advisory Committee's amendment to Article 17.

Aye: Bernard Greene, John VanScoyoc, Michael Sandman, Paul Warren

Against: Miriam Aschkenasy

STM 1

Warrant Article 1 - Guns

Town Administrator Carey reviewed the amendment language that offers additional language, clarification, and definitions.

Petitioner Anthony Ishak reviewed the changes.

- Changed terms "place, buildings property "

6.A.

In Select Board

05/16/2023

Page 12 of 12

- Better defining public events
- Added some slight wordsmithing

On motion it was,

Voted to reconsider Warrant Article 1 - Guns

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

Town Administrator added the reality of the situation is, this is a fluid area in the law. The Supreme Court is continually pushing toward more restrictions on laws that restrict the carrying of weapons in public places. I think this reflects the most recent kind of attempt to harmonize what the Supreme Court has said in the brewing decision and elsewhere with what the community has been looking for in terms of safety and public spaces. That said it is challengeable, however, this is engineered under state law.

On motion it was,

Voted 5-0 Favorable Action on STM Warrant Article 1 - Guns

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman, Paul Warren

There being no further business, the Chair ended the meeting at 8:45 pm.

ATTEST



TOWN OF BROOKLINE

Massachusetts

Council on Aging at Brookline Senior Center

RUTHANN DOBEK, LICSW
DIRECTOR
rdobek@brooklinema.gov

93 Winchester Street
Brookline, MA 02446
617-730-2777
Fax: 617-730-2761
www.brooklinema.gov

MEMORANDUM

TO: Bernard Greene
Select Board Chair

FROM: Ruthann Dobek

DATE: April 6, 2023

SUBJECT: AARP Age-Friendly Community Letter of Commitment

Dear Mr. Greene,

The Age-Friendly Cities Committee is seeking to apply for an AARP designation as an Age-Friendly City. Brookline was the first New England town to apply to the World Health Organization to be an Age-Friendly Community. The Committee meets monthly and provides a set of goals and initiatives annually. Many Massachusetts communities have applied under the AARP- this opportunity will increase our town's visibility in the network and offer other opportunities such as grant funding.

For the past 12 years BrooklineCAN has worked in collaboration with the Brookline Council on Aging/Senior Center to involve citizen members and volunteers in a range of activities that target the needs and interests of Brookline's older population. This collaboration has allowed the Town of Brookline to enhance its reach and involvement of older adults at the Senior Center and beyond. The scope of activity is comprehensive including meeting basic needs, advocacy, enrichment, transportation, housing, healthcare, socialization and more. The websites - www.brooklinema.gov/276/Brookline-Age-Friendly-Program , www.brooklinema.gov/COA, and <https://brooklinecan.org/> provide a window into the multitude of activities and services directed toward older adults in Brookline. With this established track record, Brookline always seeks to maintain and build on the progress it has made around age-friendly activity. Our recent report of goals and accomplishments (see attached) reflects the ongoing commitment to becoming more age-friendly. We currently partner with more than 30 organizations in the community. We work closely with Town departments to make sure that each department is aware of age-friendly initiatives, and ensures that the needs of older adults are addressed. Our ongoing goal is to demonstrate, through activity and collaboration, the inclusion of

6.B.

members and beneficiaries across the lifespan. Our efforts concentrate on collaboration and input focusing on all the livability domains.

AARP requires a letter of commitment from the Select Board. We are seeking that the Select Board take a vote to support our submission to AARP. We are available to discuss this opportunity in more detail at a Select Board meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ruthann Dobek". The signature is fluid and cursive, with the first name "Ruthann" being more prominent than the last name "Dobek".

Ruthann Dobek, Director
Brookline Senior Center/ Brookline Council on Aging

Annual Report re Age-Friendly Cities Committee 2023

Age-Friendly Cities and Communities re Towns plans and accomplishments

The committee works through subcommittees concerned with specific domains of the initiative. The domains include: Social Participation, Housing, Outdoor Spaces and Buildings, Health Services and Community Supports (Health and Library), Respect and Social Inclusion, Civic Participation and Employment, Transportation, Communication and Information (AFC-TV). The Age-Friendly Cities Committee may form subcommittees in support of the domains as needed.

The committee seeks cooperation of various Town departments and boards and commissions for specific projects. The committee informs Town departments, boards and commissions and the general public about the initiative's activities, goals and accomplishments. AFC-TV television, a program broadcast by the Brookline Interactive Group (BIG) is a major vehicle for informing the public about age-friendly services offered in Brookline. The committee also encourages more effective communication among Town departments on matters involving or affecting older residents. The committee is available to assist Town departments and boards and commissions in communicating with residents on matters involving older residents.

Current Members are:

- John VanScoyoc, Select Board Member, Co-Chair
- Ruthann Dobek, Council on Aging, Co-Chair
- Matthew Weiss, BrooklineCAN, Co-Chair
- Yolanda Rodriguez, Council on Aging
- Carol Caro, Citizen Member
- Saul Feldman, Citizen Member
- Henry Winkelman, Citizen Member
- John Seay, Citizen Member
- Lynne Karsten, Health Dept.
- Joshua Cooke, Recreation Dept.
- James Lee, Commission on Disability
- Maria Foster, Council on Aging Transportation Coordinator
- Sarah Kaplan, Diversity, Inclusion & Community Relations

6.B.

The committee usually meets on the 2nd Tuesday of the month. Public participation is welcome. For more information: <https://www.brooklinema.gov/657/Age-Friendly-Cities-Committee>

Report to AARP

Brookline Age-Friendly Accomplishments and Goals – FY21 and FY22 **Initial Goals for FY23 (to be expanded by AFCC Committee in** **Collaboration with Town Departments)**

The Brookline Age Friendly Cities Committee is a Select Board committee responsible for identifying and reporting on age-friendly activities and needs of Brookline residents.

In 2011, Frank Caro and Ruthann Dobek initiated Brookline Community Aging Network (BrooklineCAN) to expand the advocacy and resources for older adults in Brookline by utilizing volunteers. In 2012, one of the first projects and major accomplishments was to have Brookline become an Age-Friendly community through certification by the World Health Organization (WHO). BrooklineCAN's efforts were the catalyst for Brookline's proud achievement of becoming the first community in New England to be cited as Age-Friendly. Since that time Brookline has had an Age-Friendly Cities Committee (AFCC) guided by a Select Board committee. BrooklineCAN continues to be the engine that is capturing and contributing to the Age-Friendly work of Brookline.

BrooklineCAN has regularly provided the town with an annual roadmap that outlines accomplishments and plans that reflect the domains of activity used by WHO and AARP, its arm in the U.S. The annual report serves as a process for continuous improvement toward the goal of improving the quality of life for older adults and others in town who benefit from age-friendly activities and services.

As part of the annual process, BrooklineCAN gathers information about accomplishments and plans across different municipal departments and organizations.

Below is a synthesis of work around goals and accomplishment for 2021 and 2022 and draft goals for 2023 across the eight domains of livability based on contributions of different Brookline municipal departments and organizations including BrooklineCAN. It describes age-friendly work by municipal and other entities that encapsulates the age-friendly lens that is the focus of BrooklineCAN's work.

In addition to the citizen members participating, organizations include but are not limited to the following:

- Age Friendly Cities Committee (AFCC)
- Age Friendly Cities TV (AFC-TV)
- Brookline Community Aging Network (BrooklineCAN)
- Brookline Community Foundation (BCF)
- Brookline Interactive Group (BIG)
- Brookline Public Library (BPL)

6.B.

- Brookline Police and Fire
- Brookline Recreation Department
- BrooklineCAN Communications Committee
- BrooklineCAN Livable Community Advocacy Committee (LCAC)
- Center Communities of Brookline (CCB)
- Brookline Council on Aging (COA)
- Brookline Commission on Disability
- Brookline Department of Public Works (DPW)
- Brookline Department of Transportation Department Highways Division
- Goddard House Assisted Living
- Brookline Health Department
- Hebrew Senior Life (HSL)
- Brookline Housing Authority
- Jewish Family and Children's Services (JF&CS)
- Brookline Office of Diversity, Inclusion & Community Relations (ODICR)
- Brookline Parks and Open Spaces
- Pedestrian Advisory Committee (PedAC)
- Pedestrian Friendly Lighting Committee
- Brookline Select Board
- Brookline Town Clerk
- Brookline Town Meeting
- Transportation Resources Information Planning and Partnership for Seniors (TRIPPS)
- Brookline's Urban Forest Climate Resiliency Master Plan Project Team

SOCIAL PARTICIPATION

Accomplishments in 2021:

- BrooklineCAN and CoA sponsored several online programs that addressed pandemic issues including comfort level on participation after vaccination.
- BrooklineCAN and CoA sponsored the film "All the Lonely People".

Goals for 2022:

- BrooklineCAN and CoA will continue to work with community partners on best practices around social isolation.
- BrooklineCAN and CoA want to go back to the level of events provided pre-COVID.
- CoA will continue to partner with the Recreation Department to promote pickleball with demonstrations at the Senior Center.
- On-going programs directed at reducing social isolation and loneliness.

6.B.

- Provide access to all in our social programming by ensuring that programs have remote as well as in-person options.
- Continue to provide needed technology to older adults, especially those who cannot afford the needed technology.

Accomplishments in 2022:

- BrooklineCAN and CoA continued to work with community partners on best practices around social isolation.
- BrooklineCAN in collaboration with Jewish Family & Children's Service (JF&CS) and Goddard house hosted several events:
Hybrid educational events:
 - "I'm Getting Older, Too!" Unexpected Later in life Parent-Child Relationships
 - "How Caregivers Can Meet the Challenges of Alzheimer's Disease
 - "Let's Get Physical: Biopsychosocial Aspects of Sexuality and Aging
 - Val Walker program- Reaching Out :10 Ways to Build Community
 - "All the Lonely People" film screening at Senior Center
 - "Music with Heart Performance"In-person "Kindness Rocks" workshops were held at Park Street and the Senior Center; over 35 older adults participated. Painted rocks were placed at Griffin Park.
- Pickleball demonstrations were held at the CoA.
- CoA received ARPA funds to improve tech capacity for hybrid meetings.
- Gave out 120 tablets and provided tech support and educational events on usage
- Applied for a grant to continue this work called Tech Buddies; collaboration with Housing, Emergency Services, COA, Office of Diversity, and Community Relations, Library

HOUSING

Accomplishments in 2021:

- The tax work-off program supported by CoA and BrooklineCAN struggled, but all the tax work-off people were able to pivot their jobs during pandemic to reach out to socially isolated adults. 35 people in the program were able to continue their involvement even though municipal buildings were not open. Examples of their work included: providing check-in calls, delivering lunches and grocery shopping.
- BrooklineCAN and the AFCC participated in and advocated for the needs of older adults as part of the development of the town's Housing Productivity 5 year Plan.
- BrooklineCAN supported adoption of an accessory dwelling unit bylaw in Brookline.
- BrooklineCAN and the AFCC monitored/advocated for an RFP process and continue to advance the proposal for the Kent Street-Station affordable senior housing development.

6.B.

- BrooklineCAN and the AFCC explored other opportunities for affordable senior housing, including possible use of air-rights above other Town-owned parking lots.
- BrooklineCAN and the COA welcomed the residents at Brown Family Affordable Housing on Harvard Street with educational programs and available resources.

Goals for 2022:

- BrooklineCAN and the AFCC will work with Housing Development Authority in the redevelopment and expansion of Colonel Floyd housing to make sure the project goes successfully through the planning process
- BrooklineCAN and AFCC will monitor the RFP process and continue to advocate for affordable senior housing.
- BrooklineCAN and the AFCC will work with Town of Brookline to advocate for the affordable housing development at 108 Centre Street with additional community space.

Accomplishments for 2022:

- BrooklineCAN and the AFCC monitored/advocated for an RFP process and continue to advance the proposal for the Kent Street-Station affordable senior housing development.
- BrooklineCAN and the AFCC continued advocacy work with Housing Development Authority in the redevelopment and expansion of Colonel Floyd housing to make sure the project goes successfully through the planning process
- BrooklineCAN and AFCC monitored the RFP process and continued to advocate for affordable senior housing.
- BrooklineCAN and the AFCC worked with Town of Brookline to advocate for the affordable housing development at 108 Centre Street with additional community space. Project was approved and construction is scheduled to begin in Feb. 2023.
- BrooklineCAN and CoA provided educational events on transportation to residents of Brown Family Affordable Housing.
- BrooklineCAN and CoA worked with residents of 50 Pleasant Street as they are going to have a major renovation project; provided information on activities that provide relief from construction process including resources and off-site programs.
- See loan program for ramps under Respect and Inclusion

OUTDOOR SPACES AND BUILDINGS

Accomplishments in 2021:

- BrooklineCAN identified needs and Brookline Transportation Department Highways Division (Todd Kirrane) completed installation of 10 benches on Beacon Street as part of the WHO Age-Friendly Cities initiative to improve Brookline walkability for all ages & abilities. In addition, Frank Caro's

6.B.

condominium association paid for a memorial bench for Frank Caro that the Town installed near James Street.

- A report from the Select Board's Pedestrian-Friendly Lighting Committee -- a committee that had its origins in many years of BrooklineCAN advocacy -- was completed and submitted to the Select Board and to Town Meeting. Numerous recommendations were made to enhance pedestrian lighting throughout Brookline.
- Pedestrian Advisory Committee (PedAC), Commission on Disability, AFCC and BrooklineCAN advocated for audible/tactile walk signals a number of which were installed to help the visually impaired at critical intersections.
- Brookline Town did a tree canopy study which included CoA on the working group. This was directly related to the health impacts by reducing climate change negative effects.
- Urban Forest Climate Resiliency Master Plan (<https://www.brooklinema.gov/1758/Urban-Forest-Climate-Resiliency-Master-P>) project team (of which COA was a member) met in 2020-2021 and made their recommendations to the Select Board in June 2021.

Goals for 2022:

- BrooklineCAN will continue partnership to identify additional places for benches.
- BrooklineCAN will advocate for bocce courts to be installed in outdoor spaces.
- PedAC, AFCC and BrooklineCAN will continue to follow-up on implementing specific recommendations regarding Pedestrian Lighting with an immediate focus on redesign concepts for the Washington Street Corridor.
- PedAC, AFCC and BrooklineCAN will continue to advocate for Accessible Pedestrian Signals as additional funding becomes available.
- When outdoor space (e.g. park) is up for renovation, role of PedAC, AFCC and BrooklineCAN will be to ensure that age-friendly attributes are addressed.
- The goal of the team will be to have the follow-up on the (tree canopy) recommendations.
- The Department of Public Works (DPW) is currently working on a USDA grant application to increase composting and community garden access across Brookline. The DPW is hoping to engage high school students and senior residents by creating Zero Waste Ambassadors. They would receive a stipend to help increase participation in curbside composting, conduct outreach, and speak to their friends/ neighbors/ etc. about the value of composting and community gardens. The hope is to recruit seniors interested in serving as Ambassadors and possibly host community engagement/education programs regarding compost and community gardening. (Urban Forest Climate Resiliency Master Plan)
- Creation of more outdoor pickleball spaces by Parks and Open Spaces Recreation Department.
- BrooklineCAN and CoA will continue to work with Parks and Open Spaces on their new Community Engagement Programs to ensure older adults' participation.

Accomplishments 2022:

- Continued to participate in the Urban Forest Climate Resiliency Master Plan.

6.B.

- BrooklineCAN continued partnership to identify additional places for benches. As well as replacing old benches.
- BrooklineCAN advocated for bocce courts to be installed in outdoor spaces.
- The Transportation Board and Select Board both endorsed pedestrian-friendly lighting as a long-term goal of the Town, and the Department of Public Works has submitted a budget request for creation of a Lighting Master Plan.
- Completed and submitted a major overview of pedestrians needs, entitled “Walkable Streets Priorities for Brookline” created by The Pedestrian Advisory Committee.
- PedAC, AFCC and BrooklineCAN continued to advocate for walk signals as additional funding becomes available.
- When outdoor space (e.g. parks) is up for renovation, the role of PedAC, AFCC and BrooklineCAN continue to ensure that age-friendly attributes are addressed. Parks and Open Space Director appeared on Age Friendly TV show.
- The goal of the team will be to have the follow-up on the (tree canopy) recommendations.
- Health Department distributed COVID test kits.
- The Recreation Department now offers pickleball courts and tennis courts at: Baker School (10); Longwood Playground (6); Warren Park (6); Waldstein Park (4); Florida Ruffin Ridley School (4); Coolidge Park (2)
- Though funding did not come through, looked at no cost kind of collaboration approach; educational programming around composting and recycling.
- Due to AFCC we did get a bin at the senior center for hazardous waste. That means that any resident in North Brookline can drop off hazardous waste items. Prior to it being at Senior Center you needed a car. This expands the opportunity for more convenient and foot traffic drop offs.
- BrooklineCAN and CoA continued to work with Parks and Open Spaces on their new Community Engagement Programs to ensure older adults’ participation. As a result, Recreation and Parks and CoA held several successful nature walks in Brookline.

Goals for 2023:

- Educate and advocate around rodent control measures.
- Continue to identify funding opportunities for this important work; submit proposal.
- Educate and advocate for additional hazardous waste drop off sites.
- Creation of more outdoor pickleball spaces by Parks and Open Spaces Recreation Department.
- BrooklineCAN and CoA will continue to work with Parks and Open Spaces on their new Community Engagement Programs to ensure older adults’ participation.
- Through participation in the Design Review Committee for the Washington Street redesign, continue to advocate for pedestrian-friendly lighting and for other amenities and safety enhancements for pedestrians along this corridor.
- Give an overview presentation to the Transportation Board on the key themes from the “Walkable Streets for Brookline” report and ask the Board to act on several specific recommendations.

6.B.

- Continue participation in the Washington Street redesign effort to ensure that the final proposal provides excellent accommodations for pedestrians.
- Support the Department of Public Works' request for funding for a pedestrian-friendly Light Master Plan

HEALTH SERVICES AND COMMUNITY SUPPORTS

Accomplishments in 2021:

- BrooklineCAN worked with the Department of Public Health & Human Services (Health Department) to vaccinate seniors for flu and seniors for COVID-19.
- Health Department distributed COVID test kits and masks to seniors.
Health Department distributed 400 coupons to low-income residents to use at the Brookline Farmers' Markets. This was a community-wide event with many departments including COA participating.

Goals for 2022:

- Health Department and CoA continue vaccine clinics.
- Health Department and CoA continue testing.
- CoA continue to support food security.

Accomplishments for 2022:

- The Health Department and its affiliates conducted flu and COVID-19 vaccine clinics all over town.
- The Health Department distributed over 62,000 free COVID test kits to the community.
- The Health Department distributed food coupons to approximately 500 low-income residents to use at the Brookline Farmers' Market. This was a community-wide event with many departments including COA participating. The Health Department distributed about \$40,000 in coupons - about 80% were redeemed. More than \$35,000 spent at market. Program has one more year of funding through ARPA town funds. The Health Department will reapply for another 2 years.
- BU school of public health conducted a needs assessment on older adults in Brookline.
- The OEM and the Health Department conducted two-session File of Life classes in three different languages at three different BHA locations.
- The OEM and the Health Department gave a "Winter Preparedness" presentation at various senior housing locations during the month of December.

Goals for 2023:

- Health Department and CoA continue hosting vaccine clinics and homebound visits to prevent the spread of flu and COVID-19 and serious illness in seniors.
- Health Department and CoA continue COVID-19 test kit distribution.

6.B.

- CoA continues to support Health Department food security efforts in partnership with the Brookline Farmer's Market. Health Department will apply for food coupon program funding through town funds for fiscal years 2024 and 2025
- Health department will offer a falls prevention program in Fall of 2023
- Health department will conduct a community health assessment with an emphasis on vulnerable populations.
- Identify key actionable priorities identified in the BU needs assessment.

RESPECT AND SOCIAL INCLUSION

Accomplishments in 2021:

BrooklineCAN Project – Age-Friendly Business Campaign

- BrooklineCAN produced news releases on Age-Friendly businesses during COVID. To serve customers safely during the pandemic, Brookline's Age-Friendly businesses adopted special measures to protect both customers and employers. A few of these businesses that are helping Brookline get through trying times were featured in news releases: Bottega Fiorentina, The Abbey, Aborn True Value Hardware Store, Connelly Hardware, Serenade Chocolatier, and Olive Connection.
- CoA, AFCC and BrooklineCAN worked diligently to ensure that ARPA funds would be available to older adults who have been adversely affected by the pandemic. Brookline Community Foundation and BrooklineCAN took leadership roles with Town meeting and Select Board on funding issues.
- The Office of Diversity, Inclusion & Community Relations (ODICR) continued to assist Town residents in addressing issues of ADA compliance to ensure full inclusion for all residents in Town life.
- ODICR collaborated with BrooklineCAN and CoA to address access issues experienced by those with disabilities who live in elevator buildings when the buildings experience prolonged elevator failure.
- COA was part of the working group with ODICR on creating a disparity report regarding Brookline residents under-served.

Goals for 2022:

- Through a grant from JF&CS BrooklineCAN will update the Age-Friendly business list and descriptive materials, add new businesses, collaborate with municipal employer initiatives, and sponsor an educational event about age-friendly businesses.
- CoA, AFCC and BrooklineCAN will monitor the process and implementation of ARPA funded work as it relates to age-friendly initiatives.
- Town has passed a language proficiency warrant article; BrooklineCAN and CoA will help promote language access for older adults accessing the Senior Center (e.g. for older adults who speak Mandarin, Cantonese and Russian).
- BrooklineCAN will work with Brookline Chamber of Commerce on "DISCOVERBROOKLINE" (<https://discoverbrookline.com/>)
- ODICR will continue to assist Town residents in addressing issues of ADA compliance to ensure full inclusion for all residents in Town life.

6.B.

- ODICR will continue to collaborate with DPW, PedAC, CoD, BrooklineCAN and CoA on pedestrian access issues for persons with disabilities.

Accomplishments in 2022:

- Through a grant from JF&CS BrooklineCAN updated the Age-Friendly business list and descriptive materials, added new businesses, and collaborated with municipal employer initiatives
- CoA, AFCC and BrooklineCAN will monitor the process and implementation of ARPA funded work as it relates to age-friendly initiatives. As a result the first round of funding supported transportation for older adults and food insecurity were among the projects funded
- Town has passed a language proficiency warrant article; BrooklineCAN and CoA will help promote language access for older adults accessing the Senior Center (e.g. for older adults who speak Mandarin, Cantonese and Russian). Additional phone lines in those languages were set up to take messages and provide information at the Brookline Senior Center.
- BrooklineCAN worked with Brookline Chamber of Commerce on “DISCOVERBROOKLINE”. (<https://discoverbrookline.com/>) We contributed resources and programs to the site.
- The Commission on Disability has made it possible for residents to temporarily borrow ramps for use in their homes or at a community event upon request by contacting the ADA Coordinator. There is one three (3) foot ramp and one six (6) foot ramp.
- ODICR continued to assist Town residents in addressing issues of ADA compliance to ensure full inclusion for all residents in Town life.
- ODICR continued to collaborate with DPW, PedAC, CoD, BrooklineCAN and CoA on pedestrian access issues for persons with disabilities.
- CoA and Brookline Fire Department received a grant to provide smoke detectors.

Goals for 2023:

- There will be another round of ARPA funding in 2023. The goal is to focus on support for mental health services/resources for older adults.
- Town has passed a language proficiency warrant article; BrooklineCAN and CoA will help promote language access for older adults accessing the Senior Center (e.g. for older adults who speak Mandarin, Cantonese and Russian). Expand to include Spanish. Work with town on continued efforts to improve access.
- Continue efforts to collaborate with Chamber around including information from COA
- ODICR will continue to assist Town residents in addressing issues of ADA compliance to ensure full inclusion for all residents in Town life.
- ODICR will continue to collaborate with DPW, PedAC, CoD, BrooklineCAN and CoA on pedestrian access issues for persons with disabilities
- Continue to maintain and grow Age-Friendly businesses; provide businesses with an educational event/tool around age-friendly business practices.

CIVIC PARTICIPATION AND EMPLOYMENT

Accomplishments in 2021:

- The Livable Community Advocacy Committee (LCAC) of BrooklineCAN met monthly to learn about town issues, provide updates on ongoing projects (e.g. Centre St. Development Project, Pedestrian Friendly Lighting), communicate about public hearings of special interest to older adults and set advocacy priorities. Educational topics included “Charting the Course for Brookline’s Future: The Role of Planning and Zoning”; presentation on Proposed Warrant Articles 14-17 on Short-Term Rentals; presentation on Community Preservation Act; “Shouting Down Ageism: Finding Your Voice”; presentation on Brookline’s Senior Tax Work-Off Program; ARPA funding needs and decision-making process; and redistricting. Advocacy included supporting Warrant Articles that can help older residents, such as WA #6 to improve the Town’s ability to remove sidewalk obstructions.
- Responded to ongoing need to meet, orient, educate, and inspire new department heads around age-friendly concept.
- BrooklineCAN hosted virtual candidate forums for local town elections with a special emphasis on issues facing older adults.
- Public Library
 - worked hard to connect with elderly and at-risk neighbors through a partnership with Mutual Aid Brookline. The organization arranged for volunteers who utilized the contactless pickup service to retrieve and deliver materials to homebound or community members who couldn’t leave their homes.
 - loaned laptops bundled with hotspots for community members who do not have computers or internet access at home. The library has yard signs providing the password to the Wi-Fi for access outside the buildings. The library offers printing services for those without a printer at home.
 - partnered with Brookline access Group (BIG) to live-stream many of our programs on television to make programs available to those without internet access. The library partnered with the Senior Center to distribute Adult Craft-Along kits with materials and DVD instructions. The library partnered with Brookline Thrives to send home printed announcements featuring its programs and services. Staff used the 3D printers to make N95 masks and mask holders. Staff also used Library sewing machines to sew cotton masks that were distributed to elderly community members.
 - On June 1, 2021 the library returned to in person browsing, computer use and printing. The library continues to provide virtual programming and anticipates returning to in person programming in the fall. The library is offering an Adult Summer Reading program. The Friends of the Library book sale is outside at all three locations depending upon the weather and provides an opportunity for socially distanced browsing and purchases.
 - On July 6, 2020 the library began contactless pickup. The procedure changed on August 17th when the library switched to walk-up service where patrons could pick up materials at their convenience five days a week.

Goals for 2022:

6.B.

- BrooklineCAN, BrooklineCAN LCAC, CoA, will continue to do all of the above.
- Redistricting – BrooklineCAN and BrooklineCAN LCAC, will work with Town Clerk to get the word out about new voting precincts.
- Public Library
 - resume in person programs for all ages, but still provide some virtual programs to allow access for homebound residents.
 - expand the Library of Things collection to include checking out tools from the Coolidge Corner Library, the recreation equipment including backpacks, telescopes, laptops and Wi-Fi hotspot bundles, and more. Provide access and programs through utilizing our “ideaSPACE” equipment.
 - continue partnership with the Senior Center and the CoA to provide Yoga programs, the CoA Putterham book group, mahjong, and craft along kits.
 - expand and strengthen the ELL programs.
 - continue to partner with Mutual Aid Brookline and reach out to other Brookline organizations to coordinate and work together to provide programs and services that support the elderly members of our community.

Accomplishments in 2022:

In 2022, the Public Library of Brookline (PLB):

- Resumed in-person and hybrid programs, offering virtual offerings for homebound patrons.
- Expanded the Library of Things collection through the addition of the Tool Library at Coolidge Corner.
- Expanded the ELL program, launching ELL Kits (six kits, available at each location), a twice monthly "Grammar and More" group, and a monthly ELL Film Group.
- Scanned and digitized hundreds of rolls of microfilm, allowing patrons to access historical Brookline papers online for free.
- Continued Library To-Go Kits and distributed kits, with DVD copies of the instructional videos, directly through the Senior Center.
- Continued our Partnership with Mutual Aid Brookline to offer homebound delivery.
- Partnered with Letters for Rose--an organization developed and run by teens at the local high school--to collect letters, artwork, and cards made by local volunteers to be distributed to Brookline seniors.
- Partnered with Brookline Public Health to distribute free COVID tests through the holiday season.
- Continued the Gentle Yoga program at the Putterham Library, offering both in-person and virtual options.
- Library offered a wide variety of online and in-person programs and partners with Brookline Booksmyth on author talks.
- Continued the Council on Aging Book Group at the Putterham Library.

6.B.

- BrooklineCAN, BrooklineCAN LCAC, CoA and Town Clerk provided education to the community about redistricting and new precincts; conducted a voter outreach session at the Senior Center.
- BrooklineCAN, BrooklineCAN LCAC, CoA and Brookline Interactive provided candidates forum for the local election in May.

Goals for 2023:

- Provide candidates forum for local elections.
- Library goals include:
 - Partner with community organizations to increase the reach of library collections, programs, and services especially to those who are unfamiliar with what the library is and does.
 - Implement library-wide strategy for racial equity that will include deliberate practices of inclusion both within the organization and in collections, programs, and services
 - Increase opportunities for citizens to engage with library staff, collections, programs, and services without having to visit a library.

TRANSPORTATION

Please note that transportation related items (e.g. pedestrian friendly activity) can be found under the domain Outdoor Spaces and Buildings.

Accomplishments in 2021:

- Transportation Resources Information Planning and Partnership for Seniors (TRIPPS) and CoA provided training in the use of smart phones to order car sharing services to older adults in Brookline and the surrounding communities.
- TRIPPS published a research report on transportation patterns and community participation among older Brookline residents.
<https://docs.google.com/document/d/1uDlt7wLLqUeZCeH61WMNuEIPJJkrRnD6yyu721mfENE/edit>
- BrooklineCAN persuaded the Town to establish a program to assure that benches are provided at regular intervals along sidewalks that are important for pedestrian transportation.
- BrooklineCAN and ODCIR worked with the PedAC to continue to assess lighting needs.
- CoA, TRIPPS and BrooklineCAN assured that a portion of the Town's revenues from assessments on ride sharing services are used to subsidize local transportation for older and disabled adults who do not drive.
- CoA, TRIPPS and BrooklineCAN advocated for adequate funding for the Brookline Elder Taxi System (BETS) program.
- CoA and TRIPPS conducted a survey of BETS program users to determine options to assure their continued access to adequate transportation.

Goals for 2022:

6.B.

- Continue the public education work of TRIPPS with an emphasis on training in the use of smart phones to order car sharing services.
- TRIPPS and CoA strengthen ability to provide translation services to older adults.
- TRIPPS continue to provide access to public transportation resources and information.
- TRIPPS create online videos and guides for other CoAs to offer training on rideshare for older adults.
- CoA explores options to support specific medical transportation services either through volunteer efforts or grant funding.
- Seek funding for an additional CoA run vehicle to provide medical transportation, food delivery, and access to town resources.
- CoA, BrooklineCAN and PedAC persuade the Town to provide more extensive pedestrian-friendly street lighting in densely populated areas.
- BrooklineCAN and PedAC monitor the pedestrian friendly bench program for additional placement.
- CoA and BrooklineCAN assure a portion of the Town's revenues from assessments on ride sharing services are used to subsidize local transportation for older and disabled adults who do not drive.
- CoA and TRIPPS continue to grow our transportation subsidized programs currently with GoGo Grandparent, Lyft, and a local taxi company to provide medical rides.
- CoA, AFCC, and BrooklineCAN advocate that CDBG funds include support for transportation.
- CoA, AFCC and BrooklineCAN advocate that new transportation modes include older adults in the planning and development process.

Accomplishments in 2022:

- Held several outreach and direct educational programs to train and support the use of technology in accessing transportation.
- CoA and BIG produced educational videos on transportation and technology. Michael Dukakis provided the introduction!
- Transportation options document translated into Chinese.
- CoA received a grant to provide medical transportation.
- CoA obtained a new car van to provide additional services.
- CoA received \$32,000 in CDBG funds for transportation.
- Applied and received ARPA funding for transportation.

Goals for 2023:

- CoA and BrooklineCAN assure a portion of the Town's revenues from assessments on ride sharing services are used to subsidize local transportation for older and disabled adults who do not drive.
- CoA, AFCC, and BrooklineCAN advocate that CDBG funds include support for transportation.
- CoA, AFCC and BrooklineCAN advocate that new transportation modes include older adults in the planning and development process.

COMMUNICATION AND INFORMATION

Accomplishments in 2021:

- BrooklineCAN Communications:
 - Monthly BrooklineCAN Newsletter including special editions in support of COVID-19
 - BrooklineCAN Facebook page and Twitter account (1500 followers)
 - Zoom-based meeting support for BrooklineCAN and the Senior Center using new equipment
 - BrooklineCAN web site
 - Updated repository links/information
 - Provided AFC-TV video streams
 - Recognized holidays and significant events
 - Publicized upcoming events sponsored by BrooklineCAN and the Senior Center.
 - Produced 10 articles for news outlets re Brookline Age Friendly Businesses
- BrooklineCAN and CoA worked with BIG during COVID to increase what they were providing – e.g. helped get weekly updates on their programming out to older adults
- AFC-TV as a program produced by the AFCC produced the following shows
 - Coronavirus Update and Vaccine Rollout
 - Brookline Town Meeting
 - Brookline Select Board
 - Brookline Select Board and Older Adults
 - BrooklineCAN

Goals for 2022:

- BrooklineCAN will continue updating the BrooklineCAN website.
- BrooklineCAN will feature new age-friendly businesses.
- BrooklineCAN Newsletter will continue to deliver news and information helpful to seniors to close to 1000 residents every month.

Accomplishments for 2022:

- Produced four AFC-TV shows:

10.20.2022	Public Health and Human Services	Sigalle Reiss
7.30.2022	Brookline Parks and Open Space	Alexandra Vecchio
4.14.2022	Brookline Town Website	James Pouliot
1.14.2022	Brookline Town Clerk	Ben Kaufman

- Reviewed and updated list of Age-Friendly Businesses to reflect changes over past several years.
- Newsletter: As in previous years, produced 10 monthly issues plus summer issue.
 - Monthly issue emailed to close to 1,000 senior residents; also supply print version mailed to those who prefer a paper copy. Paper copies also available at Senior Center.
 - Articles provide relevant and useful information for seniors as well as news of upcoming events.
 - Series of articles over several months on age-friendly parks in Brookline.

6.B.

- Due to feedback from readers that material was valuable, expanded size of print version from front and back letter-size to legal size, and occasional three page issue.
- Popular feature: Recommended Books and Binge-Worthy Videos. Movie of the Month added this year.
- BrooklineCAN web site:
 - Updated repository links/information
 - Provided AFC-TV video streams
 - Recognized holidays and significant events
 - Published upcoming events sponsored by BrooklineCAN and other organizations (Senior Center Red Cross, Health Department, Recreation, Library, Goddard House, Adult & Community Education)
 - Published and retained BrooklineCAN meeting notes
- When the Brookline TAB ceased publication in 2022, the CoA responded to community concern about availability of local news. The CoA newsletter expanded by 4 pages to include a section on “Around Town”

Goals for 2023:

- Continue updating and improving accessibility of website
- Issue press releases as appropriate
- Newsletter
 - Add regular feature on BrooklineCAN News
 - Make use of newsletter to recruit new members and to increase member involvement in the organization
 - Include articles on relevant activities of Town departments.
- Produce 6 Age-Friendly City – TV shows.

The '8 Domains of Livability' Handout (PDF)



6.B.

Age-Friendly Cities Composition of Committee- 2/14/2023

1 Director of the Senior Center, Co-Chair of BrooklineCAN	Ruthann Dobek	
1 Co-Chair of BrooklineCAN	Matthew Weiss	Needs Appointment by Select Board
1 Select Board Member	John VanScoyoc	

TOB Department/Staff Category:

Currently Designated:

1 Director of Health or Designee	Lynne Karsten
1 DICR Director or Designee	Sarah Kaplan
1 Chair, Cmte on Disabilities or Designee	James Lee
1 Chair, Council on Aging or Designee	Yolanda Rodriguez
1 Director of Libraries or Designee	needs appointment
1 Transportation Staff, Senior Center	Maria Foster
1 Recreation Dept Representative	Josh Cooke

5 Citizen Members Category:

1 3 Yr Term, expires 2023:	John Seay	Needs reappointment to 3 yr Term vacated by Matt Weiss, exp 2023
1 3 Yr Term, expires 2023:	Henry Winkelman	
1 2 yr Term, expires 2022:	VACANCY	
1 2 yr Term, expires 2022:	Saul Feldman	
1 1 yr Term, expires 202?:	Carol Caro	



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE**: _____ Grade: _____

2. Department: _____ Division: _____

3. Position Control #: _____ Prior Incumbent: _____

a. Reason for Leaving: _____

4. Budgetary Information:

Department Code: ____ Budget Code: _____ % _____

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☐ Full-Time: # of hours/week: _____ ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☐ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. _____

–

2. _____

–

3. _____

–

9. I have considered the following alternatives to filling this position:

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

12. Please attach the current position description.

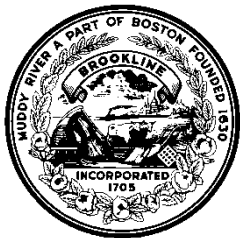
13. Signatures:

Department Head Signature: _____	Date: <u>5/15/2023</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
Commissioner

Memorandum

To: Select Board
From: Erin Gallentine, Commissioner of Public Works
Date: May 16, 2023
Re: **Authorization to Hire**
Cc: Chas Carey, Town Administrator
Charles Young, Assistant Town Administrator
Ann Hess Braga, Director of Human Resources
Robert King, Director of Engineering and Transportation

For your meeting on May 23, 2023, I respectfully submit for your review and approval, a request for authorization to hire the following position within the Department of Public Works:

Engineering and Transportation Division
Assistant Civil Engineer IV: EN-04

Authorization to Hire

The Department of Public Works respectfully submits for your review and approval the attached Authorization to Hire Request form and associated position description.

The Assistant Civil Engineer IV: EN-04 is an essential member of the Engineering and Transportation team and is responsible to supervise construction projects, including design, inspection, and administration (including preparation of cost estimates and bid packages). This position could manage consultants, compile data for roadway, water, sewer or stormwater projects, or oversee water, sewer and/or stormwater projects by contractors to ensure that work is accomplished in accordance with Town standards.

Please see attached position description for more information.

ASSISTANT CIVIL ENGINEER IV**Grade EN-04****PRIMARY PURPOSE**

Professional engineering design review, surveying, and construction management work relating to municipal infrastructure projects; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Supervise construction projects, including design, inspection and administration; design water rehabilitation projects; draw detailed contract plans and specifications for projects; prepare requests for proposals; oversee advertisement of projects, open bids and act as project engineer; make inspections, reports and estimates; prepare correspondence.

Act as a design engineer, including development of final construction documents and quantity and cost estimates; prescribe materials and construction techniques to be used.

Oversee drain and sewer projects by contractors; ensure that work is accomplished in accordance with town standards; manage consultants compiling data for sewer and drain projects; review plans and specifications; make recommendations and review final design.

Conduct investigations of any sewer or drain defects; determine defects (structural, lack of capacity, illicit connections or unnecessary inflow and infiltration); research and gather information for engineering design, including layout, control, elevations and underground utility locations to assist private contract engineers.

Perform land surveying to establish property lines, construction layout, as-built drawings, and direct the work of the survey crew.

Provide functional supervision of other engineering personnel, when performing specific assignments.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the administrative direction of the Director of Engineering and Transportation, following department policies and professional standards to complete assignments; professional judgment and decision-making is required; the supervisor provides general oral instructions and suggestions and reviews the results of work.

WORK ENVIRONMENT

Most work is performed in an office setting; some work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment and hazards associated with construction sites. The workload is generally stable, but the nature

*Brookline, Massachusetts
Assistant Civil Engineer IV- Engineering/Transportation Division*

6.D.

of the work changes to reflect project phases and the construction season; may attend meetings of boards and commissions.

The employee operates standard office equipment, light truck, automobile, survey equipment, and related equipment.

The employee has contact with other town officials, contractors, consultants and the general public.

Errors could result monetary loss, injury to others, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor of Science Degree in civil engineering or a related field; five years of design development and contract management experience; experience with public utilities, design review and project oversight; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Engineer in Training (E.I.T.) or Registered Land Surveyor

Eligibility for admission to the professional engineering examination

Valid Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

Knowledge of municipal procurement and contracting procedures, land surveying, sewer, drain and water distribution systems, cost estimating, building codes, and engineering software.

Ability to analyze data and develop reports, analyze and identify project problems and find solutions, read, evaluate and interpret plans and specifications, evaluate construction work as it is performed, represent the town, communicate effectively, and make public presentations.

Problem-solving, analytical, planning and design, oral and written communication skills.

PHYSICAL REQUIREMENTS

Most work performed in an office; some work is performed in the field; moderate physical effort is often required when performing field duties. The employee is required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, lift or move items weighing up to 60 pounds, such as lifting sewer drain covers and carrying equipment, and occasionally required to crouch, crawl, stoop, and climb. Vision requirements include the ability to read routine and technical documents, operate vehicles and use a computer and specialized engineering equipment.

This job description does not constitute an employment agreement between

*Brookline, Massachusetts
Assistant Civil Engineer - Engineering/Transportation Division*

2

6.D.

the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Assistant Civil Engineer IV Grade: EN-04

2. Department: Public Works Division: Engineering & Transportation

3. Position Control #: 410000005 Prior Incumbent: Brandon Gentile

a. Reason for Leaving: Position with another community.

4. Budgetary Information:

Department Code: 4000 Budget Code: 40004101510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Supervise construction projects, including design, inspection and administration.
2. Develop final construction documents and quantity / cost estimates.
3. Provide functional supervision of other engineering personnel w/ specific tasks.

9. I have considered the following alternatives to filling this position:

This is a mid-position within the BEDA bargaining unit. There are no internal candidates for this position.

This is a critical position with the Engineering and Transportation Division.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

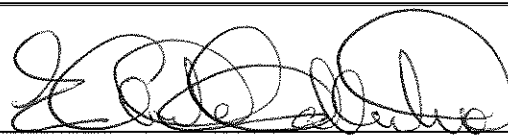
Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

This Division will work closely with HR to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diverse recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: 	Date: 5.16.23
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

Brookline for the Arts

To: Brookline Select Board
From; Gillian Jackson
Date: 5.18.23
Re: Donation

Please add to the Select Board agenda for Select Board approval the following donation:

“Question of approving the following item related to the Brookline Commission for the Arts:

1. Donation from ArtsBrookline in the amount of \$2000 to support the work of the BCA.”

Let me know if you have any questions. I will drop the check off tomorrow.

Gillian Jackson



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS
March 4, 2023

Erin Chute Gallentine
Commissioner

Select Board
Town Hall
Brookline, MA 02445

Dear Board Members:

Attached for your approval is Extra Work Order Number 1 for work done by Argus Construction Corp., in conjunction with Contract No. PW/23-02, Repair and Installation of Chain Link Fencing.

The extra work is for additional snow related work and is valued at \$13,517.00.

We ask for your approval of this work.

Sincerely,

Erin Chute Gallentine

Erin Gallentine
Commissioner of Public Works

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering Division

Contract #: PW/23-02 Repair and Installation of Chain Link Fencing

Vendor Name and Address: Argus Construction Corp., 5 Shawsheen Ave #2, Bedford, MA 01730

Change Order/Extra Work Order #: 1

Purchase Order #: 2310062

Amount of Amendment \$ 13,517.00

Purpose of Amendment:

Description: Additional snow related work


Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
42004230		558005		\$13,517.00

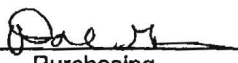
- For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: Erin Chute Gallentine Date 05/08/23

Comptroller and Purchasing Approvals

Funds Available/Codes Correct 
Comptroller

5-8-23
Date Approved by Comptroller

Complies with Appropriate Procurement Law 
(MGL ch 149, ch 30 30 30M, or ch 30B) Purchasing

5/15/23
Date Approved by Purchasing



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS
May 4, 2023

Erin Chute Gallentine
Commissioner

Select Board
Town Hall
Brookline, MA 02445

Dear Board Members:

Attached for your approval is Extra Work Order Number 2 for work done by North-Eastern Tree Service, in conjunction with Contract No. PW/23-03, Upkeep of Trees and Related Work.

The additional snow related work is valued at \$32,387.50.

The Department of Public Works respectfully asks for your approval of this work.

Sincerely,

Erin Chute Gallentine

Erin Gallentine
Commissioner of Public Works

TOWN OF BROOKLINE

ENGINEERING DIVISION

EXTRA WORK ORDER

Number 2

I, Michael Sepe, duly authorized representative of North-Eastern Tree Service, Inc., Contractor, agree to perform all labor and supply such materials as may be necessary to perform additional snow related work under the contract for Upkeep of Trees and Related Work.

I further agree that the amount or amounts paid to North-Eastern Tree Service, Inc., Contractor, for performing the above-specified work shall be as follows:

<u>Additional snow related work</u>	<u>\$32,387.50</u>
--	---------------------------

The work is in connection with the contract between North-Eastern Tree Service, Inc., and the Town of Brookline, Massachusetts, "Upkeep of Trees and Related Work," Contract No. PW/23-03, dated June 28, 2022.

Approved:

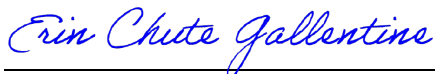
North-Eastern Tree Service, Inc.
(Contractor)

5/5/2023

Date


Authorized Representative

Approved:



Commissioner of Public Works

Town Administrator

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering DivisionContract #: PW/23-03 Upkeep of Trees and Related WorkVendor Name and Address: North-Eastern Tree Service, Inc., 1000 Pontiac Avenue,
Cranston, RI, 02920Change Order/Extra Work Order #: 2Purchase Order #: 23100079Amount of Amendment: \$32,387.50

Purpose of Amendment:

Description:	Additional snow related work.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
42004230		524058		\$32,387.50

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

 Department Head: *Erin Chute Gallentine* Date 05/08/23

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

MT
 Comptroller
5.8.23

Date Approved by Comptroller

 Complies with Appropriate Procurement Law
 (MGL ch 149, ch 30 30M, or ch 30B)

[Signature]
 Purchasing

5/1/23
 Date Approved by Purchasing



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS
May 4, 2023

Erin Chute Gallentine
Commissioner

Select Board
Town Hall
Brookline, MA 02445

Dear Board Members:

Attached for your approval is Extra Work Order Number 2 for work done by M. Neves, Inc., in conjunction with Contract No. PW/23-01, School Grounds Maintenance.

The extra work is for snow related services and is valued at \$5,380.00.

We ask for your approval of this work.

Sincerely,

Erin Chute Gallentine

Erin Gallentine
Commissioner of Public Works

TOWN OF BROOKLINE

ENGINEERING DIVISION

EXTRA WORK ORDER

Number 2

I, Mark Neves, duly authorized representative of M. Neves, Inc., Contractor, agree to perform all labor and supply such materials as may be necessary to perform the additional work described below under the contract for School Grounds Maintenance.

I further agree that the amount or amounts paid to M. Neves, Inc., Contractor, for performing the work shall be as follows:

Snow related services**\$5,380.00**

The work is in connection with the contract between M. Neves, Inc., and the Town of Brookline, Massachusetts, "School Grounds Maintenance," Contract No. PW/23-01, dated June 28, 2022.

Approved:

05/08/23

Date

M. Neves, Inc.

(Contractor)


Authorized Representative

Approved:

Erin Chute Gallentine

Commissioner of Public Works

Town Administrator

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering Division

Contract #: PW/23-01 School Grounds Maintenance

Vendor Name and Address: M. Neves, Inc., 78 Gidley Town Rd,
North Dartmouth, MA 02747

Change Order/Extra Work Order #: 2

Purchase Order #: 2310021

Amount of Amendment \$ 5,380.00

Purpose of Amendment:

Description: Additional snow related services

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
42004230		524058		\$5,380.00

- For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: Erin Chute Gallentine

Date 05/08/23

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

MT
Comptroller

5.8.23
Date Approved by Comptroller

Complies with Appropriate Procurement Law
 (MGL ch 149, ch 30 30 30M, or ch 30B)

[Signature]
Purchasing

5/11/23
Date Approved by Purchasing

One Day Temporary Alcohol license

Applicant: Karen Hasenfus
DBA: Larz Anderson Auto Museum
Location: 15 Newton Street

Application Details:

A Temporary **All Alcohol** Beverages Sales License to Karen Hasenfus d/b/a The Larz Anderson Auto Museum for a Birthday to be held on June 9, 2023 from 6:00PM – 11:00PM at 15 Newton Street. 80 people expected to attend.

Report:

Police Department (Pending)

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Jennifer Paster, Chief of Police

FROM: Charles Carey, Town Administrator

RE: Temporary - One Day Alcohol License

DATE: May 17, 2023

May we please have a report on the attached request for:

A Temporary **All Alcohol** Beverages Sales License to Karen Hasenfus d/b/a The Larz Anderson Auto Museum for a Birthday to be held on June 9, 2023 from 6:00PM – 11:00PM at 15 Newton Street. 80 people expected to attend.

This application is scheduled to go before the Board on **May 23, 2023**. May we please have the reports **ASAP**.

Thank you.

**TOWN OF BROOKLINE
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON
TOWN PROPERTY (NON SALES /ALL TYPES)**

Date May 17, 2023

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Birthday Party
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum
(Name of Person of Organization)

15 Newton Street , Brookline MA 02445
(Address of Person of Organization)

On the 9th day of June, 2023

Between the hours of 6:00 PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 

Name: William Keeney Title: Vice President Address: 

Name: Marc Daniel Title: Treasure Address: 

NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

2 cases each wine and beer and 2 bottles each other

2) What is the maximum number of people to attend? 80

3) What is the age group of people to attend? 50

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided by With a Twist (857) 333-4000

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris
Karen Hasenfus

(Name)

(Address)

(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.



Signature

Karen H Hasenfus
Name Printed

Operations and Events Manager
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445
Address

(617) 522-6547
Telephone number(s)

khasenfus@larzanderson.org
Email address(es)



ID # 20750715
CARD # 21034735

ServSafe Alcohol® CERTIFICATE

KRISTINA KORTISSES



NAME

9/20/2021

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

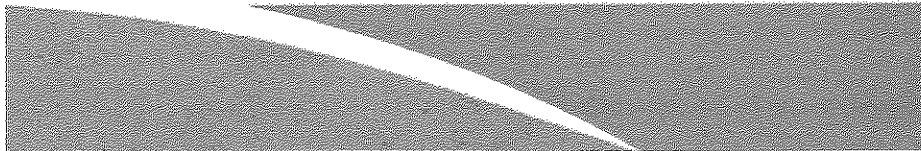
©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.

17110801 v.1711

Executive Vice President, National Restaurant Association Solutions

Sherman Brown

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.





CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 05/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James Smith Agency 15294 W. Baker Ave Lakewood CO 80228		CONTACT NAME: James Smith PHONE (A/C, No, Ext): 303-669-9701 E-MAIL ADDRESS: jim.jamesmithagency@gmail.com FAX (A/C, No):	
INSURED BarWorks LLC DBA With A Twist New England 361 Newbury St Suite 440 Boston MA 02115		INSURER(S) AFFORDING COVERAGE INSURER A: Mount Vernon Fire Insurance Company INSURER B: United States Liability Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26522 25895	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	GL 2026511	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$			XL 2561922	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Liquor Liability	Y		LQ 1008921	01/01/2023	01/01/2024	Per person/per accident \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is listed as additional insured.

For an event to take place at the Larz Anderson Auto Museum on Saturday, June 9, 2023

CERTIFICATE HOLDER

CANCELLATION

Town of Brookline 333 Washington St Brookline, MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

One Day Temporary Alcohol license

Applicant: Hive LLC
DBA: Brookline Coolidge Corner Art Festival
Location: Babcock Street

Application Details:

A Temporary **Wine and Malt** Beverages Sales License to Hive LLC d/b/a Brookline Coolidge Corner Art Festival for the Brookline Coolidge Corner Art Festival to be held on June 3, 2023 from 11:00AM – 6:00PM at Babcock Street. 1000 people expected to attend.

Report:

Police Department (Approved)

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Jennifer Paster, Chief of Police
FROM: Charles Carey, Town Administrator
RE: Temporary - One Day Alcohol License
DATE: May 11, 2023

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Sales License to Hive LLC for the Brookline Coolidge Corner Art Festival to be held on June 3, 2023 from 11am – 6pm at Babcock Street. 1000 people expected to attend.

This application is scheduled to go before the Board on **May 23, 2023**. May we please have the reports no later than **May 16, 2023**.

Thank you.



BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

JENNIFER PASTER
CHIEF OF POLICE

To: Chief Jennifer Paster

From: Lieutenant Derek Hayes

Re: CC Arts Festival 1 Day License 06/03/2023

Date: May 12th, 2023

Chief,

The Coolidge Corner Arts Festival Organizing Committee, through Lance Davis, Owner of Hive LLC (catering company) has applied for a Temporary Section 14 One Day Wine and Malt License for the Coolidge Corner Arts Festival to be held on Saturday, June 3rd, 2023 between 11am and 6pm. The CC Arts Festival will be held in the Babcock Street parking lot as well as on Babcock Street from Harvard Street to John Street. This section of Babcock Street will be closed to MV traffic during this event. Alcohol service will be restricted to a barricaded area on Babcock St. This area will be enclosed with barriers to restrict access to this area where alcoholic beverages are being served. A staff member from Hive LLC will be checking guests' identification at the entrance to ensure only those 21 years or older are allowed access. Those who are 21 years or older will receive a wrist band indicating that they are of age. Once inside, the servers will recheck the patron's ID prior to serving them.

Lance Davis will be the responsible manager on site for this event and will ensure compliance with all applicable Federal, State and local laws, regulations, ordinances, and any conditions on the permit.

This event is expecting no more than 1000 attendees all of whom are over the age of 21 years. All alcoholic beverages at this event will be served by bartenders provided by Hive LLC. The bartender's certifications in the safe service of alcohol was submitted. Hive LLC submitted a copy



Public Safety Building 350 Washington Street, Brookline, Massachusetts 02445
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

of their Certificate of Liability specifically listing the Town of Brookline as a named insured. Crowd Manager Certs are not necessary because this event is held outside.

On duty BPD officers will be assigned to this event.

I find no reason to oppose this license request.

Respectfully Submitted,

Lieutenant Derek Hayes





OFFICE OF SELECT BOARD
333 WASHINGTON STREET
BROOKLINE, MA 02445
(617) 730-2200

**APPLICATION FOR A TEMPORARY
ALCOHOLIC BEVERAGES LICENSE**

ON TOWN PROPERTY Yes ☒ No ☐
WINE & MALT ☒ ALL ALCOHOL (non profit only) ☐

Date: JUNE 3RD 2023

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGES LICENSE for the purpose
of selling and dispensing alcoholic beverages permitted by law at a

BROOKLINE COOLIDGE CORNER ART FESTIVAL
(state whether it's a meeting, banquet, concert, picnic, wedding, etc.)

which is to be held by HIVE - LLC
(Name of Organization)

[REDACTED ADDRESS] ROSLINDALE MA. 02131
(Address of Organization)

a _____ organization, on the 3RD day of JUNE

between the hours of 11 AM - 6 PM at the following described place:

BABCOCK STREET

[NOTE: Under state law, temporary licensees may not sell alcoholic beverages between the
hours of 2:00AM and 8:00AM]

State law permits issuance of a temporary license to sell alcohol only to the responsible
manager of an organization.

The above organization represents and warrants that the following individual is the organization's responsible manager:

Name: LANCE DAVIS Address: [REDACTED]
 Title: OWNER Date of Birth: [REDACTED]
 Telephone number(s) (24-hour contact information): [REDACTED]
 Email address (es): BALE @ HIVE - EVENTS . COM

Complete name and address of officer of the organization applying:

Name: _____ Title: _____ Address: _____
 Name: _____ Title: _____ Address: _____
 Name: _____ Title: _____ Address: _____

1) How many cases or barrels, etc. of alcohol beverages are to be available for sale?

4 kegs of beer few cases of wine

2) What is the maximum number of people to attend? 1000

3) What is the age group of people to attend? 21 +

4) Are you charging an admission fee? ☐ Yes ☒ No

5) Are you charging for alcoholic beverages? ☒ Yes ☐ No

6) Is the event open to the public? ☒ Yes ☐ No

7) Are tickets to the event available for purchase? ☐ Yes ☒ No

8) Will the event feature a bar? ☒ Yes ☐ No

If yes to the above, please attach the Massachusetts Department of Fire Services' Crowd Manager Regulations and Training Program Certificate to application. This on-line training may be found at: <https://www.mass.gov/crowd-manager-regulations-and-training-program>

9) How will alcoholic beverages be dispensed or served and by whom? Please state the name, addresses and telephone numbers of all person(s) serving alcoholic beverages.

WE DISPENSE BEER FROM DRAUGHT SYSTEM, ALL
WINE IS POURED INTO CUPS ALL BEVERAGES ARE BEING
SERVED BY TIPS CERTIFIED HIVE EVENTS STAFF

10) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service-of-alcohol training, and the date(s) of any such certification or training. (PLEASE ATTACH DOCUMENTATION PERTAINING TO SUCH CERTIFICATION OR TRAINING):

ALL STAFF ARE TIPS CERTIFIED

11) If any attending are under the age of 21, what method will be used to check I.D.s and what procedures will be followed to make certain that those under the age of 21 are not served and are not allowed to consume alcoholic beverages? WE ID AND WRISTBAND ALL PATRONS THAT ARE 21+ EVERYONE WHO ARE OF AGE TO DRINK STAY WITHIN THE BOUNDRIES AND FENCED IN AREA WITH ONE WAY IN AND OUT. WITH POSTED SIGNS

12) Will a police detail or other types of security be provided? ☒ Yes ☐ No

If "yes" what type and how many? POLICE

Note: Police details are arranged for by contacting the Brookline Police Department.

13) If different from the responsible manager identified above, please state the name, address, age, and 24-hour contact information of the official employee or representative of the organization who will be physically present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and maintenance of order and decorum:

(Name)

(Address)

(Date of Birth)

Telephone number(s) (24-hour contact information): _____

Email Address(es): _____

14) Does the organization have a pending application for a license as a common victualler, innholder or club? Is the premises for which a temporary license is sought already the subject of a liquor license? ☐ Yes ☒ No

If the answer is yes to either question, please detail: _____

15) Please describe the portion(s) of the premises where the sale, storage and/or furnishing of alcohol will take place, including a specification and description of all indoor and outdoor portions of the premises (e.g., in the case of a function, table areas, bars, dance floors, tented area, etc.):

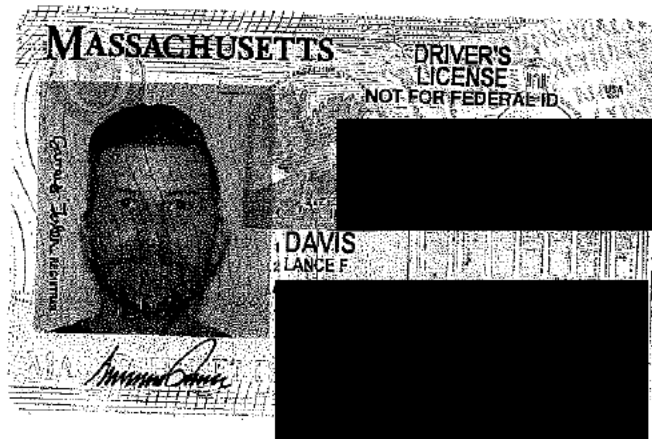
WE BARRICADE A PORTION OF THE BABCOCK ST WHERE PEOPLE ENTER THIS IS WHERE WE ID AND WRISTBAND PATRONS. WE PROVIDE PROPER SIGNAGE TO PUBLIC THAT THERE IS NO ALCOHOL ALLOWED OUT OF FENCED IN AREA. WE SERVE ALL BEVERAGES FROM AN ENCLOSED IN TRAILER WHICH IS SECURED. THE FENCED IN AREA HAS ROUND TABLES AND CHAIRS TO SIT AT. WHICH ARE PROVIDED BY COOLIDGE CORNER ARTS FESTIVAL COORDINATORS.

Town Property Use: In the event that the applicant seeks to use a Town Property in connection with the event that is the subject of this application, this application must be accompanied by proof that the application has secured and that there is in effect during the period of time for which the license is sought, a general liability policy naming the Town as an additional insured, or, if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the Town as an additional insured. By signing this application, the organization and its officers, employees, agents and representatives absolve the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's proposed use. By signing this application, the organization agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the use, and agrees to indemnify the Town for any expenses the Town incurs in restoring the property to its condition prior to the use in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.

Certification: I certify that I, as the responsible manager of the organization, have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the organization's compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and for the maintenance of order and decorum at the event.

A handwritten signature in black ink, appearing to read "Brenda Davis", is written over a horizontal line.

Signature of Responsible Manager



Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.1

For coursework completed on April 26, 2022
provided by Health Communications, Inc.
is hereby granted to:

Vanessa Roggia

Certification to be sent to:

29 Berwick St

Melrose MA, 02176-4612 USA

H+H

HEALTH COMMUNICATIONS, INC.

This document is not valid if TIPS (on Premise) is not used. If you have completed the course, your certificate is valid.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cohen-Miles Insurance Agcy Inc 105 Chestnut St Ste 31 Needham, MA 02492	CONTACT NAME: PHONE (A/C, No, Ext): 617-489-1213 FAX (A/C, No): 617-489-0151 E-MAIL ADDRESS: info@cohenmiles.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Hudson Ins Co</td> <td></td> </tr> <tr> <td>INSURER B : Norfolk & Dedham</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hudson Ins Co		INSURER B : Norfolk & Dedham		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Hudson Ins Co															
INSURER B : Norfolk & Dedham															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED HIVE LLC Alexis Davis 84 Southbourne Road Jamaica Plain, MA 02130															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HBD10028690	09/18/22	09/18/23	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			91765820A	08/22/22	08/22/23	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			70679A170ALI	09/18/22	09/18/23	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WE183122A	01/13/23	01/13/24	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Coolidge Corner Arts Festival Brookline, MA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: 6985

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**

Page ____ of ____

AGENCY Cohen-Miles Insurance Agency Inc		NAMED INSURED HIVE LLC HIVE LLC	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Certificate Holders are to be listed as:

Girl Scouts of Eastern MA

Rose Fitzgerald Kennedy Greenway Conservancy; 185 Kneeland Street, 2nd Floor; Boston, MA 02111

City of Boston; One City Hall Square; Boston, MA 02201

Massachusetts Department of Transportation; 10 Park Plaza, Suite 3170; Boston, MA 02116



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cohen-Miles Insurance Agcy Inc 105 Chestnut St Ste 31 Needham, MA 02492	CONTACT NAME: PHONE (A/C, No, Ext): 617-489-1213 FAX (A/C, No): 617-489-0151 E-MAIL ADDRESS: info@cohenmiles.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Hudson Ins Co</td> <td></td> </tr> <tr> <td>INSURER B : Norfolk & Dedham</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hudson Ins Co		INSURER B : Norfolk & Dedham		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Hudson Ins Co															
INSURER B : Norfolk & Dedham															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED HIVE LLC Alexis Davis 84 Southbourne Road Jamaica Plain, MA 02130															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			HBD10028690	09/18/22	09/18/23	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG
	OTHER:						
B	AUTOMOBILE LIABILITY			91765820A	08/22/22	08/22/23	COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			70679A170ALI	09/18/22	09/18/23	EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WE183122A	01/13/23	01/13/24	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CC Arts Festival

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: 6985

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**

Page ____ of ____

AGENCY Cohen-Miles Insurance Agency Inc		NAMED INSURED HIVE LLC	
POLICY NUMBER		HIVE LLC	
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Certificate Holders are to be listed as:

Girl Scouts of Eastern MA

Rose Fitzgerald Kennedy Greenway Conservancy; 185 Kneeland Street, 2nd Floor; Boston, MA 02111

City of Boston; One City Hall Square; Boston, MA 02201

Massachusetts Department of Transportation; 10 Park Plaza, Suite 3170; Boston, MA 02116



Town of Brookline

Massachusetts

Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** _____ **Grade:** _____

2. **Department:** _____ **Division:** _____

3. **Position Control #:** _____ **Prior Incumbent:** _____

a. Reason for Leaving: ☐ Resignation ☐ Retirement ☐ Other: _____

4. **Budgetary Information:**

Department Code: _____ Budget Code: _____ % _____

☐ Grant Funded-Name: _____ ☐ Revolving Fund ☐ Enterprise Fund

☐ Full-Time: # of hours/week: ☐ 37 ☐ 37.5 ☐ 40 ☐ 42 or ☐ Part-Time hrs/week: _____

6. **Position Information:**

Summarize the primary function of this position.

7. I have considered the following alternatives to filling this position:

11. Suggested sources for specialized recruitment advertising:

13. **Signatures:**

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Town Administrator: _____ Date: _____

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____



Town of Brookline

Massachusetts

Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** _____ **Grade:** _____

2. **Department:** _____ **Division:** _____

3. **Position Control #:** _____ **Prior Incumbent:** _____

a. Reason for Leaving: ☐ Resignation ☐ Retirement ☐ Other: _____

4. **Budgetary Information:**

Department Code: _____ Budget Code: _____ % _____

☐ Grant Funded-Name: _____ ☐ Revolving Fund ☐ Enterprise Fund

☐ Full-Time: # of hours/week: ☐ 37 ☐ 37.5 ☐ 40 ☐ 42 or ☐ Part-Time hrs/week: _____

6. **Position Information:**

Summarize the primary function of this position.

7. I have considered the following alternatives to filling this position:

11. Suggested sources for specialized recruitment advertising:

13. **Signatures:**

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Town Administrator: _____ Date: _____

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____



JENNIFER M. PASTER
CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

Sergeant Allen Gustie- Promotion to Lieutenant (Provisional)

Sergeant Allen Gustie has been a member of the Department since 2006 and has experience working in three out of our four operational divisions: Patrol, Detectives and Community Service. He was promoted to the rank of Sergeant in October of 2019 and had served honorably as a street supervisor, filing in as the Commanding Officer as needed. Sgt. Gustie has volunteered for various additional responsibilities during his career, and is an MPTC certified firearms instructor, a Team Leader of the Department's Special Response Team and a member of the Department's Honor Guard. He holds a Bachelor's Degree in Public Administration from Miami University and a Master's Degree from Curry College in Criminal Justice.

Officer David Cheung- Promotion to Sergeant

Officer David Cheung has been a member of Department since 2005 and for 7 years worked as the Department's Animal Control Officer. In that time he enhanced the functionality and efficiency of that role by reviewing past procedures and introducing new protocols and best practices to his fellow officers with regard to animal related calls. In addition to fulfilling the many obligations and opportunities of this position, Officer Cheung made himself available to assist patrol with calls for service and assignments outside of his assigned scope of work, earning the respect of his peers and demonstrating his commitment to the Town and our Department. Officer Cheung holds a Bachelor's Degree from the University of Massachusetts, a Master's Degree from Curry College in Criminal Justice and is fluent in Cantonese.



Public Safety Building 350 Washington Street, Brookline, Massachusetts 02445
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454


Fwd: Request for Legal Opinion on VanScoyoc Amendemnt

Paul Warren <pwarren@brooklinema.gov>

Sun 5/21/2023 4:29 PM

To: Devon Fields <dfields@brooklinema.gov>

Cc: Bernard Greene <bgreene@brooklinema.gov>; Charles Carey <ccarey@brooklinema.gov>

 1 attachments (34 KB)

Legal Question VanScoyoc Amendment.pdf;

Devon,

Would you please add the following email from Town Counsel, including the attachment that has my original question and question detail, to the packet for Tuesday's Select Board meeting.

Thank you.

Paul

Begin forwarded message:

From: Joe Callanan <jcallanan@brooklinema.gov>

Date: May 21, 2023 at 1:40:00 PM EDT

To: Paul Warren <pwarren@brooklinema.gov>

Cc: Kate Poverman <kpoverman@comcast.net>, Sandy Gadsby <sgadsby@foleyhoag.com>, Jonathan Karon <jakaron@karonlaw.net>, Bernard Greene <bgreene@brooklinema.gov>, Charles Carey <ccarey@brooklinema.gov>, Melissa Goff <mgoft@brooklinema.gov>, Jonathan Simpson <jsimpson@brooklinema.gov>, John Moreschi <jmoreschi@brooklinema.gov>

Subject: Re: Request for Legal Opinion on VanScoyoc Amendemnt

Good afternoon,

I understand you are asking for the opinion of Town Counsel, but let me share you what I know is the opinion of bond counsel. To specifically answer your question will require some additional work, but bond counsel's answer may essentially answer your question. If it does not, please let me know and we will answer your question.

I spoke to bond counsel Friday midday about the both amendments to the Pierce School vote. You asked primarily about the JVS amendment, but I asked bond counsel about both. I include here his answer about the JVS amendment.

If either of these amendments pass, there will be serious questions of whether bond counsel can give the Town an unqualified opinion.

As to the JVS amendment, bond counsel recalled a similar experience in another Town, which we are checking on--voters authorized a new school, TM approved a rehab.

In that case, bond counsel recommended to the Town either a new Townwide vote or a special act validating the Town's actions. The Town sought a special act.

If either of these amendments were to pass, we would have considerable obstacles to overcome if the Town wanted the project to move forward, as amended. TM should understand clearly passing either of these amendments would very likely mean the Pierce School project is derailed completely, or substantially delayed adding millions in additional costs.

We also aren't sure where the MSBA is with either of these amendments. They need at least two weeks to weigh in on language changes.

I think, but JVS can correct me, with his amendment, JVS assumes no MSBA participation if his amendment passes.

There is, at least, one other issue TM should consider besides the reaction of bond counsel and MSBA. With construction escalation costs approaching 20% per year, post-pandemic, even a one month delay would increase the project costs by millions of dollars. And, we would not be talking only a one-month delay.

Rep Vitolo would be a better source here as to an expected timeline for a special act, but in our estimation, a special act validating the Town's actions, under an ideal scenario, we would be extremely lucky to see it passed before November. A more reasonable estimate would be eight to ten months. A delay, even this short, could increase costs of the rehab by more than \$10-15 million.

To answer your specific question, we would have to reach out to DOR Legal, but I am not sure we would be able to receive a response from them before Tuesday night's TM debate. (They are very helpful, but not necessarily very quick.)

Please let me know if you would like us to do that or whether bond counsel's opinion is sufficient.

Please also let me know if you have any other questions. (Now, back to getting my daughters off to the Taylor Swift concert.).

Thank you very much.

Joe Callanan

Town Counsel

Town of Brookline

t: (617) 308-1525 | e: jcallanan@brooklinema.gov

On May 21, 2023, at 12:37 PM, Paul Warren <pwarren@brooklinema.gov> wrote:

Hi Joe and Chas,

Attached please find a request for a legal opinion regarding the VanScoyoc amendment

Regards,

Paul

Memo

To: Joe Callanan – Town Counsel
Charles Carey - Town Administrator

From: Paul Warren – Member, Brookline Select Board

cc: Kate Poverman – Town Moderator
Sandy Gadsby – Assistant Town Moderator
Jonathan Karon – Assistant Town Moderator

Date: May 21, 2023

Re: Legal opinion on VanScoyoc amendment

I am requesting a legal opinion on whether a new debt exclusion ballot question would need to be put before the voters should the VanScoyoc amendment of Special Appropriation item 70 of Article 7 pass.

In a Mass Department of Revenue publication entitled Proposition 2 ½ Ballot Questions Requirements and Procedures August 2017 , page 4 states:

“Exclusion questions are designed to fund specific capital projects. Therefore, the borrowing or spending purpose in an exclusion question must describe the particular project(s) being funded by the question.”

Question 1 on the May 2, 2023 ballot described the particular project being funded by the question as including the construction of a new school. There are three references to “new school” in the ballot question. Emphasis added.

“constructing a **new PreK-8 School**”

“reconstruction and repair of the Town Hall and Pierce School garages which are **beneath the new school**”

“all costs related to designing the **new school project**”

The mailer prepared by the Town of Brookline, pursuant to GL c. 53, § 18B, to provide residents information about local ballot questions at the Annual Town Election on described the particular project being funded by Question 1 as constructing a new building. The specific language in the mailer included the following:

9.A.

“The proposed renovation includes:

1. (i) a full demolition of the Pierce School Building facing School Street, which was added in 1973, and **construction of a new building** in its place;
2. (ii) renovations and additions to the historic Pierce School Building facing Pierce Street, which dates to 1855;
3. (iii) reconstruction and repair of the park across School Street; and
4. (iv) other site improvements including the reconstruction and repair of the Town Hall and Pierce School garages underneath the 1973 Pierce School Building.

The mailer prepared by the Town of Brookline also was specific about the increased capacity that the new school would provide. Specific language from the mailer is included below. Emphasis added.

When complete, the **new Pierce School will have the capacity to educate approximately 725 K-8 students in a four-section**, fully Americans with Disability Act-compliant building. The **new Pierce School will also contain three classrooms for preschoolers in the Brookline Early Education Program, known as BEEP.** “

The VanScoyoc amendment to Special Appropriation item 70 of Article 7 redefines the particular project as described by the Question 1 ballot question which was approved by a majority of Brookline voters on May 2, 2023. The VanScoyoc amendment redefines important characteristics of the project that was approved by the voters.

- 1) The VanScoyoc amendment eliminates the full demolition of the Pierce School Building facing School Street, which was added in 1973.
- 2) The VanScoyoc amendment eliminates the construction of a new school in place of the 1973 addition.
- 3) The VanScoyoc amendment reduces the capacity of the new school.
- 4) The VanScoyoc amendment eliminates the addition of three classrooms for preschoolers in the Brookline Early Education Program.

The VanScoyoc amendment substantially redefines the project the was defined in ballot Question 1 and approved by a majority of Brookline voters. Therefore, the borrowing that is set by the VanScoyoc amendment bears not relationship to the project approved by the voters.

It would be very helpful to have a legal opinion on whether the VanScoyoc amendment would require approval by the voters via a debt exclusion ballot question.

ARTICLE 13

MOTION OFFERED BY THE PETITIONER

MOVED: That the Town adopt the following as a new Article 3.12A of the Town By-laws:

Article 3.12A
Office of Housing Stability

There shall be established an Office of Housing Stability within the Department of Public Health, or within another Town Department at the discretion of the Town Administrator. The purpose of the Office shall be to assist residents at risk of displacement, prevent homelessness, and to develop initiatives to combat displacement. The office shall serve as a resource and clearinghouse of information for residents who need housing-related assistance and a forum for identifying best practices for combatting displacement. Services offered by the office may include advice and information on housing issues for Brookline residents; referrals to community agencies (legal, mental health, social services, advocacy) to prevent displacement; accessing financial assistance; advocacy with landlords or housing agencies to resolve housing disputes; case management to stabilize tenancies; housing search (affordable, private, public, inclusionary); and individual outreach to Landlords and on-line resources regarding tenant rights and housing search.

ARTICLE 13

REPORT AND RECOMMENDATION OF THE COMMITTEE ON TOWN ORGANIZATION & STRUCTURE (CTO&S)

SUMMARY

CTOS is convinced that there should be a centralized and coordinated approach to assisting and directing residents who are at risk of home displacement or experiencing housing instability. However, we believe additional work needs to be done to accurately quantify the need and craft a structural approach.

This is why CTOS recommends referral to a working group under the aegis of the Town Administrator, involving the pertinent departments and, importantly, one of the Article's petitioners. CTOS also asks for a report back to the November Town Meeting which creates a time-line requiring specific proposals and action, and it brings important voices around the table.

We believe the CTOS referral motion will produce a more thorough approach, one not done in isolation given that there are often other accompanying issues surrounding housing insecurity. One that allows a more holistic consideration.

CTOS referral recommendation appears at the end of this report.

INTRODUCTION

Where we choose to live is influenced by many factors: family, employment, affordability, and desirability just to name a few. Some of us choose to spend a smaller portion of our incomes on housing by residing in less convenient areas, and others choose to spend a greater portion for convenience and/or access to amenities. And for some, for reasons such as family or social support networks, the choice is much more complex.

Brookline is a highly desirable community, and, as such, it is increasingly expensive to live here. Many are being priced out and/or are selling out to developers who are eager to take advantage of Brookline's popularity. It's a vicious circle – the increased demand just drives prices up further.

This is exacerbated by the fact that we're a transient community. Most children who enter our K-8 schools are not likely to graduate from Brookline High. Brookline's transiency pushes up living costs as short-termers are less sensitive to pricing. They endure the expense for a short period of time. This creates a dynamic where people who want to establish roots and raise a family here are competing for housing (primarily rental) with the Harvard Medical or Boston University Law students, and the post-doc fellows at Longwood and the universities - people willing to pay higher rents for convenience during their stints here. Convenience, our public schools, and our amenities make it attractive to all, including high earning people in financial services, medicine, and the rapidly growing information and biotechnology sectors.

Real estate developers of course tend to cater to these high earning and transient populations. That's where the money is. That makes it particularly difficult for those with low or fixed incomes, and even those in the so called "middle". This broader dynamic puts

the housing situation of some of our residents at risk. It also changes the economic and social diversity of our community, the very fabric of our town.

In addition to the financial stress and the fear of being displaced from one's home, is the frightful and bewildering maze of navigating services, assistance, and legal options when grappling with housing challenges. This is a vulnerable population, often with other accompanying issues – job related, health issues, language, substance abuse, etc. We are often unaware of the complications in the lives of others.

DISCUSSION

The petitioners' proposal seeks to address some of these issues, through bylaw, by establishing a new, and yet to be defined, Office of Housing Stability. This does not come with an articulated understanding or proposal for the structure or needed staffing. The petitioners' intent is to allow flexibility and discretion for the Town Administrator, with details to follow.

Clearly there is a need for a coordinated, centralized effort to provide information, assistance, and referrals around housing issues - particularly, around housing instability and the prospect of losing one's home. While we have yet to fully understand the problem quantitatively, we do have a sense of it qualitatively. We know that people in the midst of a housing crisis are particularly vulnerable, perhaps complicated by other struggles in their lives. And, we know there can be a more efficient system for the Town to provide some measure of support and guidance.

While the motion under WA13 attempts to address some of this, there are aspects of the proposed bylaw that are unnecessarily broad or vague and, more importantly, inappropriate to tangentially introduce into a bylaw. In particular, the "may" clause technically allows the Town to intercede in and mediate private contract disputes between individuals – whether advocating for a tenant, or advocating for a landlord. Formally extending this prerogative in a bylaw could potentially open the door for risk and liability to the Town, as well as claims of unequal treatment.

We know that the Town Administrator plans to establish an Office of Social Services, and recently issued an RFP for a consultant to help in that regard. Housing Stability could surely be a component of this, though there are other departments and entities involved as well (e.g. the Council on Aging, Housing Advisory Board, Planning) and should be engaged. It simply makes sense to incorporate Housing Stability into the conversation and be strategic in its placement and implementation.

OTHER COMMUNITIES

Offices of Housing Stability exist in other communities, though in differing fashions. Boston's Office of Housing Stability is funded by fees paid by landlords (as a Town, it is unclear whether Brookline can impose such fees without home-rule legislation). Somerville has a staffed Office of Housing Stability that was created and expanded largely through the assistance of ARPA funds.

The Cambridge Office of Housing Stability offers referrals, housing and financial assistance, and legal aid, and it has full-time staff. Keep in mind that Cambridge has taxing capacity that Brookline can't even imagine.

Malden has an Office of Housing Stability that primarily acts as an outsourced referral mechanism, and its services are contracted with a local nonprofit organization that specializes in aggregating and providing services and referrals.

Revere's Office of Housing Stability is primarily a centralized referral point. While not currently staffed, they intention to hire a referral coordinator.

There is a potential for Brookline to refer residents to a variety of existing social service agencies, as well has help navigate people through the process. There is no “one model”, and work will need to be done to establish a “Brookline model” appropriate to our situation.

A STRUCTURED APPROACH FOR BROOKLINE

CTOS considered and made changes to the petitioners’ original language, and those changes are being offered as a separate amendment that can be voted on its own. However, in the end CTOS felt there was enough work that still needed to be done that it warranted a referral motion instead.

The nature of the problem has been identified, and the need for centralized coordination and guided referrals is apparent, and likely not just for housing insecurity.

The next step should be a thoughtful approach to creating the most efficient and effective structure for the community and the governmental administration. One that can consider the broader context of needed services and where a housing stability program would be best integrated.

This is why CTOS recommends the referral motion below. The expectation is that the next several months will allow for the full and deep conversation, one that has yet to occur, and a bit of time to better study existing models in other communities.

CTOS’ REFERRAL RECOMMENDATION

By a unanimous vote of CTOS,

Voted:

To refer the subject matter of Warrant Article 13 to the Brookline Select Board to convene a committee under the auspices of the Town Administrator, consisting of one of the Article’s petitioners and at least one representative each from the following: Health Department, Housing Advisory Board, Council on Aging, Planning Department; and any others deemed appropriate, to:

- propose a structure for the centralized coordination around housing stability and related services.
- make proposals leading to the establishment of a program for housing stability which, among other things, will provide a housing resource coordinator.

Resident services may include, without limitation, providing:

- Advice and information on housing issues for Brookline residents.
- Referrals to community agencies to avoid displacement, access financial assistance, or access other services (legal, mental health, social services, dispute resolution, housing search, advocacy).

This committee is to report back to the 2023 November Town Meeting.

ARTICLE 13

AMENDMENT OFFERED BY HARRY BOHRS, TMM3

Summary

In considering WA13, CTOS supported two different amending motions under this Article. In the end, CTOS decided to recommend a motion to refer.

However, it also created amended language to the original article. Should a motion to refer fail, it is important for Town Meeting to vote favorably on CTOS' amended language below.

The amended language preserves the mission of the petitioners' original language but clarifies it as a bylaw. Importantly, it modifies and condenses the "may" clause so as to preserve the original elements, but also guards against the unintended consequences of potential legal actions.

Consideration Of Bylaw Language.

It is clear that there is a need for a coordinated and centralized effort to provide information, assistance, and referrals around housing issues, particularly with regard to housing instability and the prospect of losing one's home. While we have yet to fully understand the problem quantitatively, we do have a sense of it qualitatively. We know that people in the midst of a housing crisis are particularly vulnerable, and that it may also be related to other struggles in their lives. As well, we know there can be a more efficient system within our Town government to address the issue by providing some measure of support and guidance.

The original motion under Warrant Article 13 is an attempt to address some of this, though there is language in the proposed bylaw that is unnecessarily broad or vague and, more importantly, inappropriate to introduce into a bylaw in a tangential manner through a "may" clause. This is especially important as it may technically allow the Town to intercede in and mediate private contract disputes between individuals. Formally extending this prerogative in a bylaw potentially opens the door for risk and liability to the Town and claims of unequal treatment.

May vs Shall

"May" is often perceived as simply not obliging one to do something, as opposed to "shall" which carries with it an expectation of action. However, "may" does confer authority and grants open discretion to exercise that authority, nonetheless. "May" establishes the outside bounds of what is possible, whether now or in the future. That is why it is extremely important to be careful in how "may" is interwoven into any bylaw. It is a concept particularly important to the consideration of the bylaw language proposed by the petitioners.

The petitioners' proposed bylaw language technically allows the Town to advocate with landlords, in any way, in housing disputes; something that is fraught with potential issues. The language is broad and subject to interpretation. Can the Town intercede in rental-agreement disputes? Can landlords have the Town provide help in evicting tenants over

rental disputes? It may be as simple as moderating a conversation between landlord and tenant to resolve a problem, or it could be much more involved and turn litigious.

Our Town Administrator and Town Counsel's offices have stated that the Town must not inject itself into private contract disputes. CTOS agreed with this position. However, regardless of how our current Town Administrator chooses to interpret the discretion granted in the proposed bylaw, a bylaw is a law. It grants prerogatives not merely to those in position now, but also in the future. And, during hearings on this article, the petitioners made it clear that ideally the Town would become directly involved in dispute mediation. Granting that broad authority in a bylaw, before we even understand what the position or program will look like, is simply not responsible.

The proposed amended language drafted by CTOS removes that specific provision, while still maintaining specific references to the office's role in providing referrals to existing community agencies for "legal, mental health, social services, advocacy, financial assistance, housing search, dispute resolution" assistance.

Where to Situate the Office

The petitioners' original language is vague in that it proposes that a new Office of Housing Stability be situated in the Health Department, but then says it is up to the Town Administrator to put it where he deems it to fit best. It is laudable to provide a measure of flexibility in the language. However, as a bylaw it is unclear by being merely "suggestive". The bylaw language should simply state that the office placement will be at the discretion of the Town Administrator. The proposed amended language below provides that clarity and maintains the same measure of flexibility as the petitioners' original language.

As A Policy Forum

The article also seeks to establish this yet to be formulated office as the central Town forum for addressing the housing issue. Again, inscribing that in a bylaw for a still undefined office is premature. Additionally, it is a broad policy issue that involves planning, public health, and affordable housing development, rather than a services-oriented approach to provide help, navigation, and referrals. The amended language below removes that broader reference, allowing this proposed new office to act as a focused resource.

Post Script

As a general rule, a bylaw should be clear, sharp and not overreach, especially if it addresses or establishes something that still needs a lot of study and consideration before implementation.

The petitioners' proposed bylaw asks us to jump in with both feet, before really knowing how deep the pool is.

The proposed amended language below preserves the core elements of the original article, while creating a clearer bylaw. It avoids opening the door to unnecessary risk or litigation. These language changes were originally developed within CTOS (which unanimously supported the changes). However, in the end CTOS felt more work needed to be done and is strongly supporting its referral motion.

That being said, this amended language should be favorably supported by Town Meeting if a motion to refer fails. It is part of a belt and suspenders approach and ensures better bylaw language.

Recommendation

Voted:

To amend Warrant Article 13 as follows:

That the Town will adopt the following as a new Article 3.12A of the Town By-laws:

Article 3.12A

Office of Housing Stability

There shall be established an Office of Housing Stability within ~~the Department of Public Health, or within another~~ **a designated** Town Department, **the appropriate department is to be determined** at the discretion of the Town Administrator.

The purpose of the Office shall be to assist residents at risk of displacement, prevent homelessness, and to develop initiatives to combat displacement. The office shall serve as a resource and clearinghouse of information for residents who need housing-related assistance ~~and a forum for identifying best practices for combatting displacement.~~

Potential services offered by the office may, **without limitation**, include:

- Advice and information on housing issues for Brookline residents
- Referrals to community agencies to prevent displacement (legal, mental health, social services, advocacy, **financial assistance, housing search, dispute resolution**)
- ~~Accessing financial assistance~~
- ~~Advocacy with landlords or housing agencies to resolve housing disputes~~
- Case management to stabilize tenancies
- ~~Housing search (affordable, private, public, inclusionary)~~
- ~~Individual outreach to Landlords and on-line resources regarding tenant rights and housing search~~

9.A.

MOVED: That the Town amend the General By-Laws, Part VIII – Public Health and Safety, Article 8.37, Marijuana Establishments, Section 8.37.4, Caps on the Number of Select Board Licenses for Marijuana Retailers, as follows (additions are underlined and deletions appear in stricken text):

“CAPS ON THE NUMBER OF SELECT BOARD LICENSES FOR ~~MARIJUANA~~ CANNABIS RETAILERS

The Select Board shall not issue more ~~Marijuana~~ Cannabis Establishment licenses in each of the following categories of Marijuana Cannabis Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, § 15, as rounded up to the nearest whole number in the event the number is a fraction: a) ~~Marijuana~~ Cannabis Delivery Operators, b) Social Consumption ~~Marijuana~~ Cannabis Retailers, and c) ~~Marijuana~~ Cannabis Couriers.

The Select Board shall not issue more than four Storefront ~~Marijuana~~ Cannabis Retailer licenses. The Select Board may increase the foregoing limitation by one (1) as to Storefront Cannabis Retailers in the event it is granting the additional license(s) to an Equity Applicant as defined in a Select Board Cannabis policy or regulation then in effect.

AND

That the Town amend the General By-Laws, Part VIII – Public Health and Safety, Article 8.37, Marijuana Establishments, Section 8.37.2, Definitions, by inserting after the last paragraph the following new paragraph:

r. Cannabis – Marijuana as defined by this article, Massachusetts General Laws, chapters 94G and 94I, and the regulations promulgated thereunder, as they may be amended.

Topic/Committee

Age Friendly Cities Committee

Audit Committee

CDBG Advisory Committee

Commission on Disability

Council on Aging

DICR Commission

Indigenous Peoples Celebration Committee

Massport Citizens Advisory Committee

MLK Committee

Pierce School Building

Town-School Partnership Committee

Small Business Development Committee

Cannabis Mitigation Advisory Committee

Driscoll School Building Committee

Housing Advisory Board

Surveillance Committee

Babcock Street

ARPA Review

Chestnut Hill Village Corridor Study Committee (fall)

Brookline 2040 (comp plan - to be up and running over the summer)

Zoning Bylaw Committee

Greene

Vanscoyoc

Aschkenasy

Sandman

Warren

SB Assignment

VanScoyoc
 Warren (8/31)
 Warren
 Aschkenasy
 VanScoyoc
 Aschkenasy
 Vanscoyoc
 Brian Kane
 Greene
 Greene
 Greene/Sandman
 VanScoyoc
 Sandman
 Aschkenasy
 Greene
 Greene
Sandman
 Aschkenasy/Sandman

Greene

5
 3
 4
 4
 2

SB Required

No

Yes

Yes

Yes

SB Chair or designee

Yes (ex-officio)

No

SB or designee

No

Yes

Yes - Chair and one additional member

No

Yes

Yes

Yes

Yes

?

Yes

Yes

Yes

?